

TO PARENTS/CARERS OF YEAR 10 PUPILS

Dear Parent/Carer

Year 10 Work Experience Monday 31 March to Friday 04 April 2025

In the week commencing 31 March 2025 your child will have the invaluable opportunity to complete five days of work experience with a local employer.

The way this typically works is that pupils directly approach an employer or use their own contacts (friends, relatives etc). The value of this experience is to give an insight into the workplace. It may not be with a desired employer or a future dream job, but the experience gained (meeting new people, travelling to somewhere different to school, dealing with customers etc) will build vital skills required for future employment. On occasions it has also led on to the offer of part time work once the pupil turns 16.

Work experience forms will be available from their tutors or outside the career's office and need to be completed and sent back by **Friday 31 January** (although we encourage pupils to secure a placement and submit forms as soon as they can). Pupils should place their forms in the black post box labelled 'Careers' outside the careers office located in the blue huts. Once pupils have returned their completed work experience form, along with a copy of the employer's insurance documents, you will be informed that their placement has been assessed and cleared ready for work experience week.

It is unusual for a pupil not to take up this opportunity, however if this is the case they will be expected to attend school and will continue with a revised timetable.

Attached to this correspondence is a list of FAQ's however if you have any further queries about the work experience process, then please contact us on careers@camshill.com.

Yours sincerely

Miss Lauren Robinson

Associate Assistant Headteacher – Learning
Careers Lead