

Friday 30th September 2022

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A University of Kent Academies Trust School

Dear Parent/Carer,

Year 10 Work Experience

Work experience is an important part of the Year 10 career provision and is an excellent opportunity for students to gain an understanding of the skills required by employers. All Year 10 students are expected to take part in work experience from Monday 24th April 2023 to Friday 28th April 2023. For students to gain valuable job-hunting skills which are also important in today's job market, we ask that all students take responsibility for planning and finding their own placements.

All Year 10 students will attend an assembly regarding work experience next term and will have several follow up meetings during Personal Tutoring.

We strongly advise students to contact prospective employers as soon as possible, as other schools will be participating in work experience during this period. We would ask that parents/carers and students talk about possible placements and the sort of experience the student hopes to have. Where parents/carers and students may have their own contacts for such placements, it would be helpful for students and parents/carers to make an initial contact and to keep us informed of any progress made.

Please note all placements undergo strict Health and Safety checks, this is completed by an external provider (MEPB), if the placement is in Medway and Kent this process is free. If outside Medway and Kent this would require parent/carers to pay up to £75. This check is compulsory to ensure the placement is safe for your child to work in, unfortunately if this check is not completed the placement cannot be authorised. The cost depends on the placement and parent/carers will be informed.

If own placement is found, the details need to be added to the Link2 website. Link2 is an online system that students will have access to, details will be given to them in PT time after half term. After this date, your child will have access to our pre-approved employers located in Medway and Kent, and they will have a month to select a placement. All placements must be chosen before Friday 24th February 2023. If you would like further information regarding work experience, then please contact me.

We have also attached a Parent/Carer Information leaflet from MEPB who we work in partnership with for work experience.

Yours sincerely,

Paula Knight
Career Coordinator