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October 2016

Dear Parent/Carer

### **Year 12 Work Experience, Monday 17<sup>th</sup> – Friday 21<sup>st</sup> July 2017**

As you will be aware year 12 work experience will be held from 17<sup>th</sup> – 21<sup>st</sup> July 2017. This gives students a tremendous opportunity to understand the world of work and encourages students to think about their future career.

All year 12 students attended a Work Experience Assembly recently where they were given important information on the value of work experience and some of the practicalities of finding a placement. All year 12 students are to organise their own placement, and this should be an experience related to their chosen career or university course.

#### **What does my son/daughter need to do now?**

- Fill in attached form
- Return to Mrs Rooke/form tutor by Tuesday 18<sup>th</sup> October
- Take active steps to secure placement
- If necessary book an appointment with Mrs Rooke  
[erooke@sackvilleschool.org.uk](mailto:erooke@sackvilleschool.org.uk)

#### **Benefits of early applications**

Many popular choices (eg Information Technology, Media and Sport) have numerous applications from students and early application would be highly recommended. However, as the students are all now over the age of 16, many should find securing a placement a little more straightforward.

#### **Important Notes**

- All year 12 students are required to take part in work experience
- Any student who does not secure a placement for the week, will have to attend school for that week
- Any student not turning up or not remaining at their work placement for the full period will be treated as unauthorised absence

We cannot stress strongly enough the importance of taking this opportunity seriously. All students will be issued with a booklet including helpful information, guidelines and consent forms to be completed during tutor time.

Many thanks for your support in ensuring that your child's work experience is successful.

Yours sincerely

Mrs E Rooke  
**Futures Leader**

