



Headteacher: **Mr J Grant**
 Sackville School, Lewes Road, East Grinstead, West Sussex RH19 3TY
Tel: 01342 410140 **Fax:** 01342 315544
Email: secretary@sackville.w-sussex.sch.uk
www.sackville.w-sussex.sch.uk



November 2015

Dear Parent/Carer

Sackville Sixth Form Year 12 Work Experience Scheme

We are delighted to announce the launch of our sixth form year 12 work experience programme. Work experience makes up part of your child's school portfolio and will be used as evidence when writing personal statements for university applications, referred to by teachers in reference writing and will be a valuable addition to a letter of application when applying for an apprenticeship, part or full time job. It also has the obvious benefit of helping shape students' views on what area of work or career to follow. In some cases, it can lead to further training and employment possibilities. The work experience will be accredited as part of the PiXL Edge programme, which will be launched this half term and about which you will hear more later.

It is of course important that students follow a worthwhile placement and one that is related to their area of interest. We are launching this scheme well in advance of it taking place so you and your child have opportunities to discuss this and in some cases, approach companies that may be able to assist.

In most cases, it will be appropriate for students to complete a one week placement in July 2016, after AS exams and completion of coursework for Btec courses. However, in the case of some vocational students, it may be more appropriate to do a work related placement for one day a week over a 4-6 week period. This will be discussed on an individual basis with students.

Timetable of events

Miss Butler (Futures Leader) and I will be leading the work experience placement. Below is a timetable for this programme which I would like you to be aware of and discuss with your child.

5 th November	Launch assembly – Mrs Valentine/Miss Butler Distribute and explain information form
16 th November	Return information form This will provide us with vital details such as future career and study ideas. This enables us to begin placing students appropriately. We will also ask on this form if parents are able to help in placing their child or anyone else in the sixth form.
November 2015 – January 2016	Individual careers interviews with Mrs Valentine and Miss Butler to finalise suitable placements area
January 2016 onwards	Mrs Valentine and Miss Butler place students in suitable companies/organisations
18 th -22 nd July	Placement week



Request for help

We are always very grateful to you for your support; in the case of the work experience programme, we are in need of help as we have in excess of 200 students to place. You will note on the letter your child receives in assembly, there is a plea for help. If any of you are able to help us with placing students, we would love to hear from you.

Should you have any queries, please do not hesitate to contact me or Miss Butler
hvalentine@wsgfl.org.uk/vbutler@wsgfl.org.uk

Yours sincerely

Mrs H Valentine
Deputy Head of Sixth Form