

STRATTON UPPER SCHOOL

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SJ/ADMIN/Work Experience

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Dear Parents and Carers

YEAR 10 WORK EXPERIENCE PROGRAMME 8th – 18th MAY 2018

I am writing to make you and your son/daughter aware that all Year 10 students at Stratton will undertake ten days experiencing the **'World of Work'** during the above mentioned dates. The Work Experience Programme offers the opportunity for all students to use and develop employability skills and other personal qualities. It is also designed for them to gain unpaid work experience at a workplace.

For this academic year, I am hoping that as many students as possible will find their own work placements which should ensure that they are doing something in which they have a definite interest. These placements should be confirmed before the Christmas period to ensure viability. Included with this letter is a Student Initiated Form which employers willing to take on a student will need to complete in full and return it to your tutor.

All students will have access to the online Education Business Partnership (EBP) data base from which they will be able to make choices about their preferred placements if they are unable to find their own placement. This is now available and you will find links to the Develop Webview database instructions on the school's website.

Things which should be considered when making your choice of work experience placement include: the hours of work – are you required to start early, some placements may start at 6am or finish late evening. Can you afford to pay for the transport to and from the placement, for example many placements on the website are in Bedford. You will need to look at the costings of buses or trains to your intended place of work and factor in the time of travel to your day. If you have any queries regarding this, students should initially make contact via their form tutor, parents may also email for guidance adminpool@stratton.beds.sch.uk. The deadline for students to hand in all forms or make their choices on the database is Wednesday 13th December. There are limited places on the database and so your own lead for work experience is always the best route.

We look forward to working together to make this a positive experience for all students.

Yours sincerely

Scott Jenkins
Work Experience Co-ordinator