

Headteacher: Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

24th September 2019

Dear Parent(s) / Guardian(s),

Year 10 Work Experience 2020 – X BAND STUDENTS

As part of the growing partnership between the school, industry, and the community, your son/daughter will take up a **one week** work experience placement from **Monday 16th March to Friday 20th March 2020** inclusive. **This week is for X-band students only.** The organisation of placements will be through either student's own self direction or parents who may also wish to help set up placements by making **provisional** approaches to companies.

In addition to supporting and enhancing BTEC and GCSE studies the placements will provide students with:

- A realistic introduction to the requirements, discipline and satisfaction of working life;
- Assistance in finding suitability to the work placement they undertake;
- Increased motivation to learn, and develop self confidence in their abilities;
- An opportunity to further their life and social skills, including development of character virtues that are encouraged in school;
- Developing a sense of professionalism and attitude and skills of what is required in the work place;
- Provide direction and guidance of preference of future careers.

The school has arranged, as recommended by the Education Authority, **personal accident insurance with an insurance company acceptable to the Authority.** To enable the Careers and Education Department to make the necessary Health and Safety checks on behalf of the pupils, **the placements need to be confirmed by 14th February 2020.** All working environments are dangerous and every effort is made to make this clear to participating students and accordingly a health and safety presentation will be given nearer the time.

This placement week is fast approaching and as a result, certain sought after placements such as law firms and veterinary centres will be taken quickly. With other local schools also undertaking work experience, I would recommend trying to organise a placement as soon as possible. In order to facilitate planning and organisation, could you please complete and sign the attached consent form and return it as soon as possible to your child's form tutor. If there are any queries then please contact me at school

Yours sincerely,



Miss Stevenson.

Pastoral Support Manager of Year 10
Leader of Careers Education

Email: elizabeth.stevenson@e-act.org.uk



Shenley Academy & Sixth Form,
Shenley Lane, Birmingham, B29 4HE

T: 0121 464 5191
F: 0121 464 3711

E: shenley.enquiry@E-ACT.org.uk
W: www.shenleyacademy.E-ACT.org.uk

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Work Experience - 2020

To be completed by employer offering placement

STUDENT NAME: **FORM**

Name of Company:

Address of Company:

Post Code:

Company phone no:

Contact Person:

Email Address:

Position in Company:

I am interested in offering in a ONE week work placement to:

From Monday 16th March to Friday 20th March 2020 inclusive.

Signed: **Printed**

Name:

