

Dear Parents/Carers,

Year 10 Work Experience - 15th May-26th May

I would like to congratulate those students who have been successful in securing their WEX placements. We have called all employers to check relevant insurance and safety procedures are in place. Any students yet to obtain a placement will have an appointment to assist them finding a suitable placement over the coming fortnight.

The opportunity to participate in a high-quality work experience is an incredibly valuable part of the curriculum, providing young people with:

- increased self-understanding, maturity, independence and self-confidence
- increased motivation to continue study and/or undertake further training
- an understanding of the work environment and what employers expect of their workers
- an opportunity to explore possible career options
- a better understanding of how the school curriculum can help prepare young people for work
- enhanced opportunities for part-time and casual employment
- the opportunity to include the employer's work experience evaluation in future job and course applications
- opportunities to develop work-related competencies and acquire skills

Students who fail to attend work placements will be marked as having an unauthorised absence. If students are unable to attend their placement for any reason you must contact both the employer and Trafalgar School on the day to make us aware of the absence.

To prepare for their work experience, students should contact employers prior to the start to re-introduce themselves and run through the following checklist;

- What is the start and finish times?
- What are the uniform expectations?
- Will they be required to bring any equipment with them? (pen, laptop, note book)
- What will their main responsibilities be?
- What are the lunch arrangements? (Can they purchase food on site or will they require a packed lunch?)

It is also a great chance to thank the employer for offering the opportunity and express their interest and willingness to make the most of the experience. You could support your child by going for a 'practice' trip to the place of work with them beforehand to ensure that they are confident with making their way there on the first day.

If you have any questions, please do contact me at wex@trafalgarschool.org.uk

Kind regards,

Miss L Passmore