

Dear Parent/Carer,

Re: Year 10 Work Experience - Thursday 4th & Friday 5th July 2024

As an integral part of the Year 10 personal development programme, we are offering Y10 pupils the opportunity to undertake a 2-day work experience placement on Thursday 4th and Friday 5th July 2024. This experience allows pupils to gain a greater understanding of the world of work and prepare them for future responsibilities and opportunities post 16.

It is expected that the majority of pupils will source placements themselves. This could, of course, be a placement with a family member, relative or other trusted adult. **It is strongly advised that your child starts to look for a placement as early as possible as there may be other schools going out on work experience during the summer term, so competition for places is high.** If pupils leave looking for a placement until nearer the time they may be disappointed if they cannot obtain a placement of their choice.

Searching for a placement can sometimes require approaching more than one placement provider. We would suggest discussing with family, friends or neighbours to see if they could help provide a placement - they may have useful connections! If not, we encourage contacting companies where your child may like to work and ask if they take students for work experience (*we recommend pupils do this themselves where possible, by phone/email/letter- We have also provided a helpsheet for pupils with further tips!*)

This year, we are using the Morrisby careers digital platform and the Changing Education CONNECT app to confirm and check placements. This app should be accessed with pupil school email addresses only – login details will be sent via school email addresses (mhsforename.surname@consilium-at.com). Once a placement has been sourced, details must be inputted onto the app by the pupil/parent, so that this can be verified. Initial details needed are:

- **Name of the company, and company address (Where the pupil will be on placement)**
- **Contact name (and role) at the company, and their contact number and email address.**

The employer will also use the app to provide the relevant risk assessments needed to confirm the placements, as well as updating attendance and providing pupil feedback after the placement. Parent consent for your child to attend work experience is also requested by the app. Please see separate letter regarding the CONNECT app.

For further details on Morrisby & The Changing Education CONNECT app, please see:

<https://changingeducation.co.uk/morrisby/> and <https://changingeducation.co.uk/connect-app-for-students/>

DEADLINE: We request that all Year 10 pupils have sourced a work experience placement and updated the CONNECT app with details by: **Monday 3rd June 2024.**

Should you have any queries regarding the above please do not hesitate to contact either myself or The Head of Year 10, Mr Birchall. Our Careers Adviser Mr Farmer will also be available, if requested, to meet with your child if they are struggling to find their own placement and offer advice on possible options.

Yours faithfully,

Mr S Mills
Assistant Headteacher