

19th January 2024

Dear Parent/Carer,

RE: Work Experience

We are proud to be able to offer your Year 10 child another exceptional opportunity for personal development. Our work experience programme is a fantastic way to connect educational studies to the workplace. By fully immersing themselves into a work experience placement, students can begin to shape their thinking in preparation for the world of work as young adults.

We therefore are giving all Year 10 students the opportunity to complete a one-week Work Experience placement, between **Monday 15th and Friday 19th July 2024.**

We will be working with the company CSW and the online portal Grofar – who will check the placement that your child has chosen to ensure it meets all requirements. Included within this envelope is a guide as to how the platform works.

We have started the process this week with a launch assembly, where we have outlined to the students the expectations and provisional deadline dates. We would fully appreciate your support in the meeting of these deadlines and, if you yourselves know of any company/employer who could possibly take your child for that week outlined above this year, please do let us know. There is also in this envelope a 'WORK EXPERIENCE 3-WAY AGREEMENT FORM' – which you can give to the employer to complete, and then return to us at Oak.

Finally, should your child have any health or medical conditions, it is vital that we declare this to the employer via the Grofar platform or on the 'WORK EXPERIENCE 3-WAY AGREEMENT FORM' ahead of the agreement/confirmation of the placement.

Deadlines:

Placements agreed by all parties: Friday 31st March 2023

If there are any concerns, please do not hesitate to let us know. We look forward to supporting your child through this important stage of their educational journey.

Yours faithfully

The Year 10 Careers Team

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