



11 January 2017

RE: YEAR 10 WORK EXPERIENCE PROGRAMME

Dear Parent/Guardian

Year 10 students are reaching an age where they need to start thinking about their longer term futures. They've started this by choosing GCSE options and studying in areas that interest them, and the next step is an introduction to the world of work. They will complete a Work Experience Programme during our whole school activities week from Monday 19 June –Friday 23 June. During this time, students will join a company in Shanghai to learn more about its operations and roles of the employees.

To tell you more about this, I would like to invite to you to an information evening on **Wednesday 18 January, 6.30pm – 7.30pm** in the Secondary School auditorium, where Mr Kelly and I will provide you with more information about the programme.

What is work experience?

Students will spend one week with a company to gain a valuable insight into the world of work through hands on experience. Students will be given appropriate tasks and projects to work on during the week as well as a chance to observe the companies employees.

It is a fantastic opportunity for students to find out more about a particular job/career within a professional setting. It is a chance for students to develop key skills such as working with others, using their initiative and acting responsibly. Work experience may also help students to make important decisions about their own future subject and career options. Work experience is a vital part of your son or daughter's education and we expect all students to participate.

What do parents need to do?

Finding a suitable company/organisation is essential to the programme. It is vital that students complete work experience in a safe and productive environment. Your help with this is much appreciated.

Parents and students will be responsible for finding a placement. This is an ideal opportunity for students to be involved in taking responsibility for their own workplace choice.

I look forward to seeing you at the Information Evening in January. We will explain all of this in more detail then, but please feel free to contact me at k-temple@bisspuxi.com if you have any further questions.

Yours faithfully

Katherine Temple
Head of Year 10



PERMISSION SLIP: YEAR 10 WORK EXPERIENCE

Please complete and return to the FORM TUTOR by Thursday 26 January 2017.

Student Name

I give permission for my son/daughter to take part in the school Work Experience Programme from Monday 19 to Friday 23 June 2017.

I understand that the school cannot be held responsible for the student whilst they are on work placement.

Parent/Guardian Name

Parent/Guardian Signature Date