



2nd December 2016

Dear Parent and Carers,

In the summer term your child will be participating in compulsory work experience from the 10th-14th July 2017. Please find enclosed an information guide for parents that;

- Explains the aims and learning outcomes of the work experience
- Details regulations for work experience
- Clarifies what your child needs to do next.

This is a wonderful opportunity for your child to develop their employability skills and increase their awareness of the world of work. Please read the information and ensure that you and your child are familiar with the regulations surrounding their work experience. A parental consent form is attached to this guide, this must be returned to the careers office by Friday 20th January 2017. Students cannot participate in work experience without parental consent. Private placement forms are available on our school website;

<http://stmarys.net/curriculum/careers-and-education-guidance/stmarys.net/curriculum/careers>.

Key dates;

17 th January	Year 10 Work Experience Assembly
20 th January	Deadline for parental consent forms
27 th January	Webview placement database available to students
27 th March	Deadline for private placements
May/June	Students to arrange pre-placement interview
7 th July	Work Experience diaries distributed
10 th -14 th July	Work Experience week
17 th July	Completed diaries handed to careers office/evaluation

Please feel free to contact me if you have any questions by emailing j.warren@stmarys.net. I will be in contact again in January when we launch the work experience database.

Kind regards,

Jocelin Warren
Careers Co-ordinator

"The school's motto: 'achieving excellence for all' has become a reality at this outstanding school"
(Ofsted 2012)

