

25th September 2018

CH530/MWI/SW/SCK/WEX

Dear Parent/Carer

RE: Work Experience – 15th – 19th July 2019

As part of the careers programme, The Leigh Academy is offering each year 10 student the opportunity to arrange and participate in a 5-day work experience placement. This will involve a real insight into working life. Students will have the opportunity to sample a particular career of interest and gain important employment skills that they can transfer into Post- 16. It will also allow students to reflect on their developing skills and gain an understanding of their strengths and weaknesses.

The placement will take place in term-time and students will be authorised to participate in work experience if all the necessary paperwork is provided before the deadline date – **24th February 2019**. The form that needs to be completed is attached to the letter and once a placement is confirmed, it should to be handed to me, Simone Wales.

Placements will be health and safety checked where necessary by the work experience coordinator, but students will be responsible for their own wellbeing while away from the Academy. Unfortunately, travel and lunch expenses will not be covered by the Academy, so the cost of these should be taken into consideration on deciding where the location of the placement is.

We hope that all students will be able to find suitable placements in areas of work they are interested in, but this is not always possible because of competition for placements and age restrictions that apply to some sectors. Commonly, students will need to approach a variety of companies before they are offered a work placement, so it is advisable to begin the search early.

Students are expected to search, apply and attend interviews for placements using their own initiative in order to truly experience the reality of finding a job and the process involved. If there are limited contacts for students to reach out to, or if there are any issues trying to find placements, then please contact me for help and advice.

I will endeavour to provide students with helpful material such as template C.Vs and cover letters that will aid them in their search. I am also available for interview / application preparation, advice with making phone calls to prospective companies and any other queries related to finding placements.

Yours Sincerely



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