



Haygrove School

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Headteacher – Mrs K Canham, BA (Hons), MA



9 January 2018

Dear Parent/Guardian

Year 10 Work Experience Week – 18 - 22 June 2018

Your son/daughter has previously been informed about Work Experience Week which provides an opportunity for students to experience a real place of work, enhancing their work-based skills and understanding, and their opportunities for the future. Whilst some students have already returned confirmation of their work placement to our Careers Co-ordinator, Mrs O'Halloran, many have not, and this letter is a reminder of what needs to be done.

Students are responsible for securing their own work placement to take place during 18 – 22 June. This can be arranged through family and friends who may be able to provide a suitable placement opportunity, or students can approach employers directly to ask if a work placement is available. In order to help our students find local placements, we have linked up with the South Somerset Partnership who compile an online database of employers willing to offer placements.

How to use the database:

1. Go to <http://ssp.learnaboutwork.net>
2. Click on 'student' and enter the PIN below.
3. Go to 'Search' and start browsing for employers that may be of interest.
4. Click 'View' to find out more about a particular employer/placement.
5. Using the contact details provided for each employer, get in touch and request an interview/opportunity to meet the employer.
6. When a placement has been confirmed by the employer, students must complete a Work Experience Placement Information form (including the parental consent section on the reverse) and return to the Careers Co-ordinator by **Friday 23rd March 2018, at the latest.**

Student Name «First_Name» «Surname»

PIN «PIN_»

Please ensure the consent form is completed fully, as this will ensure that employers are given up-to-date information. It is essential that we receive the form by the date indicated, so that placement information can be processed and Health and Safety checks carried out by South Somerset Partnership. We cannot accept placement confirmations after this date. **Please note that for safety reasons, students will only be allowed to go on placements approved by The South Somerset Partnership.** A Work Experience Placement Information form is attached for your son or daughter to complete.

Please do not hesitate to contact myself or the Careers team if you have any queries.

Yours sincerely

R. Mitchell
Head of Year 10



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designated by

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