

September 2019

Dear Parent/Carer

Important information for parents of Year 10 Students: Work Experience July 2020

At Hele's School we value the skills and experiences that relevant Work Experience in Year 10 provides and hence are keen to maintain this programme. The Work Experience programme will, as usual, take place during Aspirations Week in July 2020.

Unfortunately, specific funding to support Key Stage 4 work experience programmes in schools was removed by the Government and the cost of Work Experience is £50.00 per student (the cost of conducting statutory Health & Safety/Insurance check visits by a professionally qualified assessor). We therefore request a voluntary contribution of £20.00 towards the £50.00 cost of the programme for any student wishing to partake in Work Experience and Hele's School will pay the remainder.

Additionally, our aim for the work experience programme is to make it as valuable an experience as possible. We begin by asking students who wish to attend a placement to write a formal letter of application, as this is good practise of a skill that students will need in the future, when they are writing to apply for jobs, apprenticeships or college/university courses.

Application letters will need to be submitted **by Friday 11th October 2019** for those students wishing to be considered for Work Experience in Year 10. Letters should be addressed to Mr Stone and handed in to the Careers Office by this date. If students are keen to be given the opportunity to take part in the week, it will be expected that they will use their own time, outside of school, to complete a letter of application. Students can access support from the Careers Library during Homework Club, Monday to Thursday 3.15-4.15pm.

Guidance for the letter can also be accessed on the School website. Simply click: Student Life/Careers/Work Experience/Work experience example application letter (found at the bottom of the work experience page)

It is hoped that this process will encourage students to carefully consider the type of experience they would like to have and reflect on future school/career ideas in writing through the application process. We would like to see the letter demonstrating a passion and genuine interest in a work placement/sector, with evidence that some background research has been undertaken. Students who wish to undertake work experience out of the Plymouth area should contact Mrs Yeomans as there may be further costs involved.

Some students who are members of CCF may wish to take part in the CCF camp, which also runs during Aspirations Week. This would replace work experience and any students wishing to take this route must apply to do so when CCF Camp 2020 is launched.

For some students, work experience will not be appropriate, or they may not be ready to work in an adult environment for a week. We believe that such students will gain more from a rich 'in house' experience by taking part in a variety of 'World of Work' activities on the school site during the Work Experience week. Some of the activities completed previously are CV and letter writing sessions and team building workshops. Students will be invited to participate in this week, but please contact Mr Stone if you would like to discuss this provision further.

The outcome from the Work Experience application process will be confirmed prior to the October half term. Successful students will at this point be asked for the voluntary contribution of £20.00, and in return they will be issued with a placement form; this placement form will need to be completed by December 20th 2019. If your child is eligible for Free School Meals, there may be the opportunity to apply for some financial support towards the cost. Please contact Mrs K Goodman, Finance Officer, on (01752) 337193 to find out what funds are available.

For more information please contact Mrs Yeomans, Careers Support Manager, on 01752 337193 or yeomans@heles.plymouth.sch.uk

Work experience is such a valuable opportunity and our students have always expressed how useful and rewarding they have found it; I certainly notice the difference when they return in Year 11. The experience often focuses the mind and prepares young people for the career choices they make in Year 11. Thank you in advance for your support as we appreciate that is often through friends and family contacts that work experience placements are sourced, and you as parents play a significant part in making it a success.

Yours faithfully,

K Stone

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