



AWK/JSS

1 October 2018

Dear Parent / Carer,

I am writing to inform you that, as in previous years, all students in Year **10** will undertake **10** days of work experience.

**This will start on Monday 1<sup>st</sup> July 2019 and end on Friday 12<sup>th</sup> July 2019**

This work experience aims to provide all young people with an opportunity to:

- Obtain a wider awareness of the world of work as part of their general education.
- Learn outside the classroom.
- Increase their economic understanding.
- Get a taste of a potential future career.

We believe that it is of great value to the students if they can build a CV that includes relevant work experience, it is a crucial way in which they can obtain an insight into the world of employment. It provides a valuable opportunity for students to learn about different industries and could help in making a more informed decision about future careers.

**The expectation is that students (and/or parents) will, where possible, organise their own placements.**

You may already have contacts who could help through friends, family or work. The sooner this process is started, the higher the chances of finding a suitable placement. To ensure that each placement is suitable for students, there are strict rules regarding insurance and health and safety checks would have to be carried out by Hampshire County Council Careers Service.

We are working with Hampshire Careers Service to put together a list of potential local employers for those who are not able to find their own placement, but historically many schools in Hampshire use the Summer term for their work experience – therefore competition for places through Hampshire careers may mean that you do not get work in an industry of your choice.

Naturally, we are always on the lookout for more placement opportunities for our students and if you might be able to offer such an opportunity in your organisation I would be delighted to hear from you.

Do please discuss the Work Experience options with your child to try to ensure that they have a meaningful time on placement and that their choice of job is suitable and useful.

**The deadline for the return of the attached reply slip is Friday 9<sup>th</sup> November 2018** – this gives you time over half term to investigate possible employers, but also allows enough time to carry out all of the necessary checks on employers. It also gives Hampshire Careers time to interview any students who are not able to find a suitable placement. A further, more detailed form for completion by the employer and yourselves will follow at a later date.

Yours sincerely

Mr A. J. Whittick  
Assistant Headteacher

**Crestwood Community School**

Shakespeare Campus, Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ | Cherbourg Campus, Cherbourg Road, Eastleigh, Hampshire, SO50 5EL

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CRESTWOOD  
COMMUNITY SCHOOL

## Year 10 Work Experience

Please complete this form and return to the Librarian on either campus or to Mr Whittick, by Friday 9<sup>th</sup> November 2018

Name of student \_\_\_\_\_ Tutor group \_\_\_\_\_

- I am intending to secure my own placement for work experience.

Name of potential employer \_\_\_\_\_

Contact details: Tel: \_\_\_\_\_

Email: \_\_\_\_\_

-----Or-----

- I am not able to secure my own placement – I will need the school or Hampshire Careers service to help me to find a placement (I understand that if a placement is found and the student does not attend an admin fee will be charged to cover the health and safety and insurance checks.)

Type of industry I am interested in (e.g. Retail or Office or working with animals)

\_\_\_\_\_

Distance I would be able to travel (e.g. Eastleigh or Winchester or Chandlers Ford)

\_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_

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