



CRESTWOOD
COMMUNITY SCHOOL

AWK/JSS

5 September 2024

Dear Parent/Carer

Year 10 Work Experience 2024-25

I am writing to inform you that all students in Year 10 will undertake five days of work experience next year, as follows -

Cherbourg Campus will start on Monday 30th June to Friday 4th July 2025
Shakespeare Campus will start on Monday 7th July to Friday 11th July 2025

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 our qualified Health and Safety Specialist.

Mrs Smith will be able to help any students who are unable to find their own placement. Historically many schools in Hampshire use the Summer term for their work experience – therefore competition for places in and around Eastleigh 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.

Crestwood Community School

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

Email: adminoffice@crestwood.hants.sch.uk Tel: 023 8064 1232 Web: www.crestwood.hants.sch.uk



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The deadline for the return of the attached reply slip is Tuesday 5th November 2024 – 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 Mrs Smith time to interview any students who are not able to find a suitable placement.

The deadline for the Placement agreement form is Tuesday 22nd April 2025.

Any forms received after the 31st May 2025 will not be accepted.

These are available from your child's tutor or Mrs Smith on either campus.

Yours sincerely

Andrew Whittick
Assistant Headteacher

Dawn Smith
Careers Leader, Advisor and Work
Experience Coordinator

Tear off slip ✂-----

Name of student

Tutor group

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

Name of potential employer: _____

Name of contact at the business: _____

Contact tel no: _____

Contact Email: _____

- I am not able to secure my own placement – I will need Mrs Smith 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.)

Parent/Carer Signature _____

Date _____

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