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Headteacher: Mr C Leng
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy, and Mr J Shaw

19 November 2024

Dear parents and carers,

Re: Work Experience: Information Video

All of our Year 10 pupils will be taking part in a one-week work experience from **Monday, 31st March to Friday 4th April, 2025.**

Pupils are advised to find their own work placements. All placements are required by law to be health & safety checked and covered by employers' liability insurance. To allow adequate time for the necessary checks to be carried out, pupils are given a deadline of **Friday, 10th January 2025** to find an appropriate placement.

You can view the work experience information video using the link provided below:

- <https://www.kelvinhall.net/parents-careers> (Work Experience for Students & Parents)

The video clip outlines the procedure for work experience and covers the documentation attached:

- **Self-found form** – to be completed by the employer when the student has found a work placement (students have also been provided with a paper copy of the form).
- The self-found form can be returned to the Careers Offices (Rooms 1-36 or 1-37 – on the corridor to the left of Student Services).

As mentioned in the video, there are number of options for students completing work experience.

The preferred option is that all students aim to find their own placement as this guarantees they will be doing something they are interested in. If students have an idea of the type of placement they want, and would like some support, they can call in to see the Careers team in room 1-37.

As a back-up option:

- We have a bank of work experience placements with a variety of vocational options that we can allocate to students. However, we must stress that it is not always possible to match students to their preferred options / location.
- We have a number of projects that students can take part in (places are limited):
 - Sport (including rugby, football and boxing).
 - Boxing (specialised programme, students must have experience of boxing).
 - Medical (will also cover social work).
 - Law, Policing and Criminology (students must be aware that a number of these sessions will be classroom based learning).

Please complete the work experience consent form linked below (providing us with details of any health needs or learning /welfare concerns). The form will also allow you to highlight your preference for a back-up option should you be unable to find an appropriate placement for your child.

Google Form: <https://forms.gle/zwgNWkdSLxwL3RiX7>

If you have any questions regarding work experience, please email careers@thrivetrust.uk or contact us on 01482 342229.

Yours sincerely



Mrs Hood
Trust Careers Leader
Kelvin Hall School