



Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH  
Telephone: (01482) 342229 Fax: (01482) 346817  
Email: [info@kelvinhall.net](mailto:info@kelvinhall.net) Twitter: [@kelvinhall\\_hull](https://twitter.com/kelvinhall_hull) [www.kelvinhall.net](http://www.kelvinhall.net)

Executive Headteacher (Thrive Trust): Mr P Cavanagh  
Head of School: Mr C Leng  
Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy, and Mr J Shaw

7<sup>th</sup> February 2023

Dear Parents and Carers,

### Re: Work Experience

Year 10 students will be undertaking their work experience placements week commencing Monday, 27<sup>th</sup> March 2023. Please see information below for an update on the work experience process and the next steps students will need to take:

#### Students who have not secured a placement

- Students who do not have a definite work experience placement have been provided with a work experience choices booklet.
- The placements in the booklet have been offered directly to the school for us to allocate to students.
- Students need to make 4 choices, paying particular attention to the job descriptions and location of the placements; they will complete the forms in focus group.
- Students will be informed of the placement they have been allocated after the half term.

Please encourage students not to be disheartened if their placement is not related to their career interests. All placements offer students the opportunity to develop valuable employability skills and experience the world of work.

#### What happens next?

- All placements are currently undergoing health and safety checks.
- After half term students will be provided with the paperwork for their placement.
- Please take note of dates and times as they may differ from the normal school day.
- The paperwork includes information on appropriate clothing. If they require safety boots we can provide them. Students will need to call into the careers office and let us know their shoe size.
- Students will be required to contact their placement before work experience starts to confirm arrangements for their first day, their paperwork will include a named contact.

If you have any queries regarding your child's work experience, please contact either myself or Vanessa Bell at the school on 01482 342229 or email [careers@thrivetrust.uk](mailto:careers@thrivetrust.uk).

Yours sincerely,

Erica Hood  
Trust Careers Leader  
Thrive Trust