

# YEAR 10 WORK EXPERIENCE 2018

*All relevant information is on Googledrive (work experience button)*

- **Before Spring Half Term 2020** – Work Experience placements to have been made. Placement forms with the employer and insurance details to be returned to Mrs Green. The final Deadline is Monday 21<sup>st</sup> February and must be adhered to.
- **March 2020** – Students to contact employers to arrange a preliminary visit or interview if needed
- **April 2020** – Interview Date to have been arranged with the employer if this is required. Permission will be given by Mrs Green to attend this during the school day if no other time can be arranged
- **Easter holidays:** Students make preliminary visit or interview to employer if this has been arranged
- **Monday 11 – Friday 15 May 2020** – Work Experience week.
- **June 2020** – Diaries submitted. Thank you letters and evaluation sheets.
- **June 2020** – Feedback reports submitted from employers

*Work Experience Placement forms to be returned by the end of Spring Half Term 2020. The private placement form is attached and can also be downloaded from Googledrive or collected from Mrs Green.*

*Mrs Green will be available to help with the process of finding a work experience placements and support with this will be given in Lifeskills lessons.*

*SEN students – There will be support for from teachers in the SENCO department. Please contact Mrs Wood, SENCO, to arrange a meeting to discuss your child's work experience as soon as possible.*