



Dear Parent/Carer

February 2015

Introduction to Work Experience
Year 11: 23rd – 27th November 2015

Your son or daughter will be taking part in the School's Work Experience Programme during the week 23rd– 27th November 2015. This is a wonderful opportunity for them to experience the world of work and develop new skills.

The Work Experience week seems a long time away, however, there are a number of timely processes that need to be completed between now and November which I have outlined in this letter. So that we can ensure a successful week we will shortly be creating a new section on the Wood Green School website that will show these processes, provide you with key information relating to Work Experience and include the required supporting documentation.

Work Experience is productive and worthwhile for all students, and forms part of Year 11 BTECH Work Skills qualification which is covered in enrichment lessons. Together, with the support of the County Council and yourselves we can ensure that your child gains invaluable skills and insight into the working environment. This is an ideal time to start talking with your child about what type of employment they have an interest in, as this is ultimately the major factor in deciding which employer they will choose. Students can arrange their own work experience placements if they wish, however we don't encourage students to work with their parents or return to their primary school. If a placement is found independently, we would look to support this, providing the employer is approved by Oxfordshire County Council.

Timetable

February – Completion of Student Application Form (SAF) **to be returned by 27th February and handed to Form Tutors**. This will be given to students in an Enrichment lesson and needs to be signed by a parent/carer.

March/April – Oxfordshire County Council database training and student passwords will be issued, this website can be accessed from home at any time. The selection process begins.

May/June/July - Confirm placement details to Oxfordshire County Council. Confirm student's details to employers.

September - Students to contact the employer to confirm job description details and to arrange an interview/meeting if required.

October - Placement details confirmed to both student and employer.

November - Teacher visits carried out and report completed. Employer feedback forms returned.

Should you wish to discuss Work Experience further, please do not hesitate to contact me by telephone or via the email below.

Yours sincerely

L Hardman

Miss L Hardman
Work Experience Co-ordinator