



21 May 2015

Dear Parent/Carer of Year 10 Students,

Further to my Work Experience Introduction Letter sent back in February, I am writing as promised, to provide you with an update of where we are in the timetable of events leading up to the Work Experience week in November. The students have done extremely well in completing and returning their Student Application Forms. Many of these students have managed to secure their own placements and have returned the appropriate paperwork relating to this. I am now in the process of adding these to the Oxfordshire County Council database so that the appropriate checks can be carried out.

For those who haven't found their own placements, I am continuing to search for a large and varied number of employers. My main aim is to provide as great a selection as possible for the students to choose from. I currently have over a hundred placements offered by employers and over the next 3 - 4 weeks would like to increase this number to 200 in total. Once we have a sufficient number of places I will be in a position to release the Pin numbers and instructions to enable students to view the available companies and job descriptions.

As we are coming up to half term, this would be a good opportunity for students to really think about where they would like to go. As you can imagine, once the Pin numbers are released, a large number of students may want to select the same opportunities. I would actively encourage students to make contact with any prospective employers directly, as this is surest way of securing a placement.

Kind Regards

Lisa Hardman
Work Experience Co-ordinator