



SARUM
ACADEMY

JON/

19 November 2021

Dear Parents/Pupils,

Re: Year 10 Work Experience Programme 2021/22

I am pleased to write to you with further details about our Work Experience Programme for Year 10. All students are to participate, we believe that this will greatly benefit pupils in gaining experience, skills, confidence, self-esteem, insights in to possible future careers as well as enhancing their CV's and any applications to Sixth Form / Jobs and apprenticeships.

We expect pupils to find their own placement as this is a really important part of the process in encouraging pupils to become more independent and proactive, however, curriculum time and staffing has been assigned to help them do this within PSHCE. Work experience will take place between 25th – 29th April 2022. Once pupils have found a placement, we will ensure that the employer/service organisation is checked to meet all Health & Safety legislation.

During the placement itself, the provider and pupil will be supported through regular contact. This will be done either by a phone-call or visit by a member of Academy staff. The placement should not be where students already have current part-time employment.

The key dates and deadlines are listed on the following page. It is important that these dates are followed to ensure that we can carry out the necessary administration and checks on the placement.

Should you wish to discuss this further, please do not hesitate to contact your son or daughters PSHCE teacher or myself.

Yours sincerely,

Mr G Jones
Head of Standards and Careers

