



18<sup>th</sup> September 2018

Dear Parent/Carer,

**Year 10 Work Experience Summer 2019 – Monday 1<sup>st</sup> to Friday 12<sup>th</sup> July 2019**

**Work Experience Launch: Thursday 8<sup>th</sup> November 2018 - 5.30 to 6.30pm - Main School Hall**

All Year 10 students will be participating in a two-week work experience placement during the summer term. The main purpose of work experience is to give students an insight into the world of work and to gain employability skills. Through work experience, students are able to develop new skills; which involves working with people; problem solving, travelling to new destinations and gaining confidence. The vast majority of students enjoy this experience immensely and many gain useful contacts.

Whilst there are strict legal requirements which limit participation in certain areas, we do encourage students to be as adventurous as possible. All placements must adhere to the statutory health and safety guidelines and are visited to check for health and safety requirements before the placement begins. Students may not necessarily be able to undertake a placement in their chosen career path, as there are some restrictions as to the type of placements available for under 16s.

All students are encouraged to find their own placements, with the help of parents or carers. The best way to find a placement is to ask friends/family to start with, as they may have some helpful contacts. (There is a Work Experience Own Find Form to complete when an employer agrees to your request). Students will have access to further information to assist them finding their own placement from Mrs Fiona Taylor, Careers and Enterprise Co-ordinator, Room S.2.016. (Drop in at lunchtime or after school, or by appointment during the school day).

If by April 2019 students have been unable to find their own employer, they will be able to choose from a selection of placements that the Lewisham Work Experience Team has available. (Please note students should be looking for a two-week placement. Students may undertake placements anywhere in Greater London).

Please speak to your daughter about work experience and encourage her to aim high and also be realistic. Come along with your Year 10 daughter on the evening of **Thursday 8<sup>th</sup> November 2018, at 5.30pm, to the Work Experience Launch** where you will be given more details about this exciting opportunity and be able to ask any questions. In the meantime, please do not hesitate to contact me if you have any queries or if you cannot attend the meeting on 8<sup>th</sup> November 2018.

**Employability Day** when the students have a one to one mock interview with an employer will also be on 8<sup>th</sup> November. More details to follow soon.

Yours faithfully,

Fiona Taylor  
Careers and Enterprise Co-ordinator  
[f.taylor@sydenham.lewisham.sch.uk](mailto:f.taylor@sydenham.lewisham.sch.uk)

Tel: 020 8699 6731 ext. 442 (Mon – Thurs)