

Principal: Mr D McGilloway

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October 2022

Dear Parent / Carer,

Work Experience: Monday 26th June- Wednesday 28th June 2023

I am writing to you to inform you of the dates selected for this year's Year 10 Work Experience as part of our Broadoak and Beyond Careers Programme.

Work-Related Learning is an important part of making informed Careers decisions, and a valuable work experience placement can vastly influence what your young person decides to do with their future and may be their first ever experience of the working world.

The benefits:

- Building self-confidence
- Coping with new situations
- Developing self-awareness
- Communication skills
- Can lead to voluntary work, a part-time / full-time job or an apprenticeship
- Can also provide a reference for the future for college and job applications

Each organisation must undergo a health and safety check, this is something that we will do for you.

Year 10 Tutors along with our Careers and Aspirations Coordinator, Miss Wilde, will assist students with writing letters/emails of application and making phone calls to employers. If you already have a local business or company in mind, we encourage you to start reaching out to them from now, we also welcome any links you as parents may have to employers that could offer work placements to our students.

If you do have any contacts that you think would be useful for us, we would love to hear from you, please email georgia.wilde@clf.uk

Once a placement has been secured, either in writing or verbally, our purple Work Experience Form will need to be completed and returned to school. Please ask your tutors, Miss Donoghue in the main office, or Miss Wilde for one of these forms.

Please do not hesitate to contact the school if you need any further assistance with this.

Yours Sincerely,

C Smith

Miss C Smith
Vice Principal



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*Maximising students'
abilities, ambitions
and academic potential*