

10<sup>th</sup> March 2022

Dear Parent/Carer

### Year 10 Work Experience

With the easing of COVID-19 restrictions over the past few months, we are pleased to be able to offer our year 10 students an in-person work experience opportunity this academic year from Monday 23<sup>rd</sup> May 2022 until Friday 27<sup>th</sup> May 2022. Work experience is an invaluable part of a students' time in Key Stage 4 and helps them to develop many skills needed for the world of work. Therefore, taking part in a work experience placement will be compulsory for all year 10 students. There are two options that pupils can choose to follow when deciding and booking their work experience placement.

**Option 1** – As a school, we have sourced a total of 86 placements across a variety of professions, for pupils to choose from. If selecting this option, pupils should sign up to a total of three to six placements from our database. As we have more pupils in year 10 than placements, it will be competitive as more than one pupil is likely to apply.

**Option 2** – Our recommendation would be to encourage pupils to find their own placement for work experience via the 'Students Own Placement Form'. In order to do this, we would advise that the students contact companies themselves via their school email, requesting permission to complete their work experience with them. Once they have receipt of this confirmation, pupils should request the necessary form from Mr Crook. Once filled in, we will submit the form and complete the required risk assessments for that placement.

On Wednesday 9<sup>th</sup> and Thursday 10<sup>th</sup> of March, pupils were issued with their log in details for the Work Experience Booking System which can be accessed via: <http://tep.learnaboutwork.net/>. Pupils have had guidance during Personal Development sessions on how to log in and use the portal correctly. We have encouraged pupils to have discussions with parents/carers before signing up to any placements to ensure the placement is suitable. Furthermore, we have asked that pupils do not complete work experience at their current places of work and encourage them to find a suitable profession that they may be interested in for their future. Pupils have been reminded that this is work experience and they will not be paid for their work within this week.

If you have any difficulties accessing the Work Experience Booking system, or have any further questions, please contact either myself, [Kellen.moniz@astreaernulf.org](mailto:Kellen.moniz@astreaernulf.org), Mr Crook, [Thomas.crook@astreaernulf.org](mailto:Thomas.crook@astreaernulf.org) or call 01480 374748 and we will be able to assist you.

Yours sincerely,



Miss K Moniz  
Head of Year 10



Mr T Crook  
Director of KS4

