

October 2023

Dear Parent/Carer,

I am writing to inform you of the arrangements for our Work Experience week which takes place later in Year 10. Students will be spending a week with an employer, on a placement that they will source themselves. This gives them a fantastic opportunity to experience a real workplace outside of school.

Work Experience will be launched to students on Wednesday 29th November and although the week itself is still some time away, we wanted to give students as much time as possible to arrange their placement and October half term would be a good time for students to start contacting potential employers.

This is an invaluable opportunity for students to become more independent and take the lead on arranging the placement themselves. If they find this hard, we can provide lists of employers and organisations who take people on work experience, which will help them to find a suitable place. A weekly Work Experience 'drop in' will be held on a Thursday Lunchtime in A112 for students to access this list and also get support with any other queries. We have included a booklet with this letter with all of the steps that students/parents/carers need to start the work experience process, but if you have any additional queries, please email workexperience@whitleybayhighschool.org.

Once students have secured a contact of a placement willing to host them, they will then add these details to their school Unifrog account. This will then automatically invite the employer to add their details and safety procedures, which will then invite a parent/carers to give permission. Once these online forms have been completed, we will receive all relevant information and give the placement approval. Students will be explained this process and be able to access support throughout the year. A walkthrough of these stages is included in this pack.

The Work Experience week itself is **Monday 24th June to Friday 28th June 2024**. Students will be provided with a pack to help them get the best out of the experience and we will be briefing them on health and safety and workplace etiquette with assemblies and tutorials closer to the time.

Feedback over the years has been very positive, and students often remember their work experience placement for the rest of their lives. I am confident the year group will learn a great deal from this week.

Thank you for your support in advance.

Yours faithfully,



Ankita Lawson
Head of Year 10