

«Parental_addressee»
«Apartment»«HouseName»
«HouseNumber» «Street»
«District»
«Town»
«County»
«Postcode»

12 January 2018

Dear «Parental_Salutation»

Y12 WORK EXPERIENCE PROGRAMME

As part of the Careers Education and Guidance programme, Year 12 students are expected to organise a placement, equivalent to 1 week, with an employer during the Summer Term.


Increasingly, employers are looking for young people with real energy and commitment in the workplace. Similarly, universities are becoming ever more demanding in their selection procedures and students need to tick every possible box to earn a place on a good course. Work experience offers students the opportunity to try for themselves a variety of situations to give some insight into the demands which will be made upon them when they leave full time education.

At Hanley Castle, we are determined to provide our students with a clear competitive advantage over their peers from other schools. To this end, we have launched our Work Experience Programme with our Y12 students in assemblies and by visiting tutor groups. Each student has been issued with an information pack containing a 'Preparing for Work Experience' booklet, parental consent and student placement forms. In order to support your child through this process we would request that you read through this information thoroughly as it explains the process of helping your son or daughter in arranging a suitable work experience placement.

The Work Experience Programme would not be able to take place without the support of local employers and we are grateful to them for making it possible. This programme takes many months to organise and competition is great for many places. For this reason it is important to start the process as early as possible. The allocated dates for the Work Experience Programme are: **Monday 16th - Friday 20th July 2018**. For students who are unsure as to their future pathways this week may be used as a volunteering opportunity. Students that do not organise anything will be expected in school during this week. However, if students prefer to organise a more flexible (i.e. rolling) programme of work experience they should discuss this with Mr McTernan.

If you require any further information or would like to discuss the programme in more detail then please do not hesitate to contact us at school.

Yours sincerely



Mr M McTernan
Careers Co-ordinator



Mrs L Price
Senior Student Support Officer