

28 June 2019

Dear Parents and Carers,

I would like to draw your attention to the Year 12 Work Experience programme, which as usual, has been scheduled for Activities Week, the last week of term, beginning Monday 15 July. Your child should have been busy researching possible placements and getting engaged in applying for positions and should be ready to confirm these placements with us within the next two weeks. Indeed, the year group has been thoroughly briefed throughout the year during assemblies and many reminders have gone out during tutor time and in the newsletter.

You are being sent this letter because either your child hasn't yet found a placement, in which case we would like to offer our help, or because they have not yet returned their blue WEX form to Mrs. Nokes to verify that they have secured their placement. If they have a placement lined up please can you encourage them to finalise the arrangements with their employer and return the forms before the 15th.

While it is the responsibility of the student to secure a placement, there is help and advice available from myself, Miss Butler, Mrs Nokes and the sixth form tutors if they need assistance or guidance to find a placement. Please encourage them to come and see us early next week if they are in need of help.

To ensure that there has been no confusion, may I remind students that Work Experience (WEX) is a compulsory part of post 16 education and is incredibly valuable in its own right.

Students **are required to be IN SCHOOL** during WEX week if:

- (a) They have not been able to organise any WEX placement at all this year
- (b) They have arranged WEX on another week **during school term time**, either this year or next

Students are **not required** to be in school during WEX week if:

- (a) They are on their WEX placement or on the CERN trip.
- (b) They arranged their WEX week at another time **during the holidays**. In this instance students will be given an authorised absence for Study Leave.

Normal lessons are suspended for Activities Week and therefore it is important students who are required to be in school use the time to explore future career opportunities and purposefully engage in the programme of events during the week.

To help students to reflect on their experiences during WEX week they will be given a small booklet to record their experiences each day; this is for their own personal use. In addition, at the end of the placement there will be an online feedback survey to complete which will be evaluated by staff and in which students can indicate whether they would like some further career guidance.

I have taken the liberty of including the WEX form; please note all sections need to be completed and emailed back to Mrs. Nokes (nokesk@st-gregorys.org.uk).

I hope this message will help with the process,

Yours truly

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