



THE
GARIBALDI
SCHOOL

20th September 2017

Dear Parent /Carer

Our year 10 students are starting a module on 'Work Experience' as part of their PSCHE curriculum. As part of this module we are supporting the students in allowing them to independently secure a placement and we would appreciate your support with this exciting opportunity, ensuring your child participates in Work Experience and uses it as a positive experience. Below are our recommended top tips for extra support during this process.

- 1) Finding a placement sooner rather than later is extremely important as there are 149 students in year 10 and we are not the only school offering this valuable experience.
- 2) The students will be writing and sending letters to their potential placement, please encourage them to send more than one and be open to a range of placements.
- 3) Encourage them to ask local businesses.
- 4) If you have access to the internet ask them to show you the work experience website we have provided and explore different types of placements with them.
- 5) If they are struggling to find/gain a placement they may need a reminder that their PSCHE teacher and mentor can also give them extra guidance even if they are not studying the work experience placement topic any more.
- 6) Closer to the time of placement, students will receive an individual email from me with all of the contact details they will need. Please encourage your child to ring their placement to make final arrangements.
- 7) Make sure they know the following: start and finish times, lunch and break time arrangements, appropriate clothing and any special requirements linked to the type of business they are working with (e.g. steel toe-cap boots).

Important information

We have a very large cohort of students going out on work experience this year; therefore the competition for placements will be high. We will have incentives in place, including fast passes and free chip cobs, for those students who manage themselves well and therefore quickly secure a placement. (Please be aware that these incentives are dependent upon the form, that they will receive to send to their potential placement, being FULLY completed and handed to Miss Etches ready to be risk assessed).

Yours faithfully

Miss L Etches
Temporary Lead Teacher of PSCHE