

Dear Parents / Carers

I am writing to announce that in March of next year your son / daughter will have the exciting opportunity to embark on a week of work experience. This will enable scholars to develop their employability skills, broaden their horizons and begin to consider their future career path.

Alongside developing their time management and organisational skills, scholars will gain a greater understanding of the types of behaviours expected in a formal place of work. The learning habits instilled in scholars at the academy will be realised within a different setting. The knowledge, skills and confidence that they develop will certainly help them climb their mountain to university or a real alternative.

The academy works with an external provider to allocate work experience placements to scholars. This can be arranged providing that the **Work Experience Form** is completed. The form needs to be completed in as much detail as possible to give scholars the best chance of gaining a successful place. Although we strive to match placements with scholar preferences, these cannot be guaranteed.

Alternatively, scholars and families may wish to contact businesses or organisations within the local area in order to set up their own placements. In the past these have been facilitated by friends or family members. For placements to be organised, the **Own Placement Form (OP1)** must be completed. It is required that parents / carers identify the following otherwise the placements **cannot** take place:

- Employers Liability Insurance Company
- Employers Liability Policy Number
- Employers Liability Expiry Date

During their Personal Development Studies, scholars have designed their own curriculum vitae (CV), personal statement and cover letter. These can be adapted depending on your child's work experience preferences.

The work experience placement will take place on the week commencing **18<sup>th</sup> March 2019**. Working hours will depend on the employer's needs and location of the placement which can be located within the Bradford area. Please be prepared to ensure that your son / daughter has transport arrangements in place prior to undertaking their work experience placement.

The letter/s must be completed and returned to the academy no later than **Friday 11<sup>th</sup> January 2019**. This is to ensure that the academy has adequate time to allocate the necessary placements.

I would like to personally thank you in advance for the support you give to the academy in ensuring that each young person has a rewarding experience. As always if there is anything that I can do to help, please do not hesitate to ask.

Yours Sincerely,

Mr Ashcroft  
Head of Year 10 (Class of 2022)

