



20<sup>th</sup> June 2023

Dear Parents and Carers

### **Work Experience for Year 10 Students**

The John Mason School Work Experience/shadowing week takes place from 29th April– 3<sup>rd</sup> May 2024.

Work experience and employee encounters is a vital part of our curriculum, and requires all students to participate. We ask for your help in assisting your child to select and secure a suitable placement. This can be within any field of employment that would be acceptable for a 14/15 year-old to engage in.

Once a student has secured a placement, we ask that you complete an online form: [click here for access](#) so that we can see which students have found a placement. We will be using a platform called Unifrog from September to help with the work experience process which will allow parents and students to communicate with their placement and for us to ensure all relevant paperwork and safeguarding requirements are in place and we will send you more information on that in the new academic year.

We also advise students to set up a visit to their placement a few weeks before to ensure that it is what they expected, to find out the expectations of the employer and talk about your hours of work, facilities on site and anything else that might be relevant.

Please be aware that there are a considerable number of students from other schools who will also be looking for placements in similar businesses, therefore we strongly suggest that if you can find some time over the summer to identify companies or work places that your child would like to go to, please do so. Companies will often only take a limited number of placements throughout the year, so it is essential that placements are found as soon as possible.

In addition, if you own or work for a company who would consider taking a work experience student, we would really like to hear from you. If you have any questions about the Year 10 work experience process please do not hesitate to contact me.

Amy Prior  
Associate Assistant Headteacher



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