



29th April 2024

Dear Parent /Guardian

We would like to make you aware that your child has not yet secured or uploaded a Year 10 work experience placement (15th July 2024 – 19th July 2024). We are writing to ask for your support to help secure a placement for your child.

Work Experience is a valuable learning experience for all students, regardless of ability and aspiration: almost all young people will enter employment during their adult life and a meaningful work experience can help influence their career direction. For those students who are at risk of disengaging from the normal curriculum, Work Experience can help them to take responsibility, improve their self-esteem and often improve attendance.

Students can only attend placements once they have been satisfactorily checked and approved. With all potential placements being risk assessed by Changing Education. To support the students in their search for placements, students have been given the opportunity to meet with Mr Hallam and find potential placements on a weekly basis. Students have access to the list of placements used by students in 2023.

To allow the risk assessment to be done students have until the Friday 24th May to find and upload their placements, hence they have just over 3 weeks to get this organised. Students not uploading a placement by this date will be expected to attend lessons in school over the dates. If your child is unsure how to upload their work experience placement, they can see Mr Hallam for support.

They will need the following information to be able to do this:

Company name
Company address
Contact name
Contact email
Contact telephone number
Job Role
Placement hours

The next step:

Open the list of work experience placements emailed to your child

Make a list of potential placements they are interested in

Contact the employer (either from the list or one of their choice) – we suggest using the phone rather than email as it seems to get better results

Upload the Work Experience app to your child's mobile phone (Connect Ed – Changing Education), alternatively this can be used via a computer

Confirm the App

Once students have confirmed this, they can add in the placement details.

Follow the instruction on the App.

If you have any queries please contact Mr Hallam or Mrs Bower (Work Experience Administrator) on 01425 282322 or e-mail office@highcliffeschool.com

Kind Regards

Mr Hallam
Work Experience Lead

