



June 2023

Dear Parent/Carer,

I am writing to inform you that your child will have the opportunity to undertake a work experience week when they are in Y10 as follows:

Monday 11th – Friday 15th March 2024.

Work experience supports young people to make career decisions, develop employability skills and support successful transition into Higher Education, apprenticeships and the workplace. The aim of the week is to develop key interpersonal skills and experiences such as:

- Improved confidence
- Improved self esteem
- Ability to communicate with adults
- Improved timekeeping
- Additional practical work skills
- Team working
- Problem solving

We would encourage you to support your child with finding an interesting and inspiring work experience placement for themselves. The deadline for letting us know about placements you source yourselves is Monday 7th October 2023 so that the appropriate checks and risk assessments can take place. Please complete the attached form and return to the Careers Team in the Arundel Site LRC by this date. Please note that all placements must have “Employer Liability Insurance” in place.

Students who have not found their own place will have an opportunity to source a placement using the East Sussex portal called ASPIRE. These places however are limited, so we cannot guarantee a suitable placement if students do not find their own. We would also ask that if you know anyone in the community who would be willing to offer a placement, please do let us know.

Students will be asked to contact their host employer to introduce themselves once placements are agreed and where possible, arrange a pre-placement visit or contact to discuss the arrangements for the placement. At the end of the week the employer is asked to complete a short report on the student’s progress.

Students will participate in a preparation programme (covering for example, topics such as health and safety, child protection and employer expectations) prior to their placement. In addition, you will receive a student/parental agreement form detailing the placement assessment and a Student Medical Form. These forms must be signed and returned to the LRC as soon as these are received and completed. As part of this preparation and of continuing child protection, please encourage your child to discuss their placement, and the placement assessment with you.

If you feel that any issue raised during these discussions may need to be followed up by the school, please do not hesitate to contact me.

Yours sincerely,

*Sara Alvarez*

Mrs S Alvarez  
Assistant Head teacher i/c Sixth Form & CEIAG

**Seaford Learning Trust**

**Mr R Ellis, Headteacher**

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