

February 2020

Dear Parents/Carers

**Year 12 Work Experience: Monday 13th to Friday 17<sup>th</sup> July 2020**

As part of our raising aspirations programme, we ask all Year 12 students to undertake a *careers based* work placement designed to develop their employability skills, increase their appreciation of the commercial world and inspire future career choices.

Students have recently been introduced to the expectations for the week commencing **Monday 13<sup>th</sup> of July**, which could be beneficial to their career prospects, apprenticeship or university applications, but they may require your help. We ask that parents, carers, relatives or friends will, where possible help to support them in seeking or offering a suitable work placement over the five-day period.

Our goal is to make this experience worthwhile for every student and to ensure that they benefit from this opportunity. Students will undertake a number of preparatory sessions in tutor time and once back in college will have time to reflect on their experience, participating in a robust evaluation process.

We truly hope this experience will give students an insight into the world of work and to have an opportunity to expand their learning from the classroom into the work environment.

We are sharing this information with you in advance, in order to enable both yourselves and the students to plan for this activity, to take time in contacting companies and make suitable arrangements in preparation for the experience in July. Permission slips and consent forms for both yourselves and the employers will follow next term.

If students are unable to secure a suitable work placement, they are required to inform Ms Magee, Sixth Form Centre Manager, as soon as possible. Mrs Allen, our Independent Careers Advisor, will be on hand to provide guidance and advice to help them secure themselves a work placement.

Should you require any further information at this stage, or have any questions, please contact Ms Magee on 01536 720300 or alternatively, email [KAllen@latimer.org.uk](mailto:KAllen@latimer.org.uk).

Yours sincerely



**K Gallon**  
Assistant Principal Sixth Form