

The Ramsey Academy, Halstead

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Headteacher:
Rob James

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Dear Parents/Carers

Work Experience

As part of the preparation of young people for progression from school into the work place it is common practice to organise a period of work experience.

We believe that a period of high quality work experience is a crucial learning experience for students. Therefore, your son or daughter has been given the privilege to take part in work experience and the school has made the time available for this to happen.

It is essential that students begin to search for placements as the summer term will soon be upon us and the sooner they have a place confirmed the better.

During the last week of this academic year (17 -20 July) students in Year 10 will take part in 4 days' worth of work experience in a field of their choice. It is the student's responsibility to find a suitable placement. If students are attending the Modern Foreign Languages trip, we advise these pupils to participate in work experience in their own time.

To access work experience students must:

- Decide upon a suitable employer.
- Contact this employer to check they are willing to provide the placement.
- Complete the form on the reverse of this letter and return to the school office by **Friday 28 April 2017**.

After the initial form has been returned, there will be additional forms given out to complete our Health and Safety check and confirm the placement.

If you have any queries please do not hesitate to contact me.

Yours faithfully

M Child
Head of Careers
Work Placement 2017