

# The Ramsey Academy, Halstead

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Headteacher:  
Rob James

January 2018

Dear Parents/Carers

## Work Experience

As part of their Personal Development programme, students explore options post 16 and consider the skills and requirements of further education and the work place. To prepare students for progression from school into the professional world it is common practice to organise a period of work experience.

We believe that a period of high quality work experience is crucial to the development and eventual progression of young people beyond school. Therefore, students in Year 10 are given the opportunity to arrange work placements and time has been allocated for this. During the last week of this academic year, 16 – 19 July 2018, students in Year 10 will take part in 4 days' worth of work experience in a field of their choice.

It is the responsibility of the students to research and arrange a suitable placement. If students are attending the Modern Foreign Languages trip, work experience placements will need to be organised during school holidays (we suggest half term or summer).

To access work experience students must:

- Decide upon a suitable employer.
- Contact this employer to check they are willing to provide the placement.
- Write an appropriate application letter to the employer, include a refined version of the CV they have created in PD lessons.
- Complete the form on the reverse of this letter and return to the school office by **Monday 30 April 2018**.

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.

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.

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

Yours faithfully

*A Barnes*

A Barnes (Mrs)  
Subject Leader Drama & Co-ordinator of Careers, Advice and Guidance.  
Work Placement 2017



## THE RAMSEY ACADEMY, HALSTEAD

### WORK EXPERIENCE 16 – 19 JULY 2018

Student Name	
Name of Employer	
Employer's Contact Details	
Employer's Address	
Nature of Work	
Any other relevant details	