

Dear Parents / Carers,

After a positive return to school this term, we are pleased to confirm that our work experience for Year 10 will be going ahead in person. This means that all Year 10 students should actively search for a work placement ready for week commencing 12th July 2021.

Students will have already received their username for the Proactive Education database which provides an array of opportunities. Students are also welcome to approach other workplaces known to them either through parents, carers or family friends as these will be checked by Proactive Education as part of their service.

The attached form should be completed for all placements and returned to your child's Head of Year; Miss Mitchell on North campus and Miss Sullivan on South campus.

If your child is struggling to decide on an area of interest, we highly recommend using the Proactive Education database's search facility and also approaching their tutor or HOY for a 1:1 discussion about their preferred interests.

In the coming weeks we will be welcoming Samantha Fitzgerald from Proactive Education who will be running virtual assemblies for Year 10 to launch this process formally within the school setting, however, it would be helpful for you to encourage your child to begin their search as soon as possible.

Please remember that if your child has misplaced their username, the 'ask Fred' function on the Proactive Education website will be able to help with this. Please do not ask tutors about this as they are unable to help and this process must be completed by the student.

To clarify, all Year 10 students are expected to take advantage of this fantastic opportunity to discover more about the world of work. Failure to find a replacement will result in your child attending school for the duration of the work experience week rather than attending an external placement and - although we will be providing some activities for any such students - we cannot stress highly enough the benefit for all students to be involved in a placement rather than being in school.

Please may we also take this opportunity to reassure you as parents / carers that all placements agreed are visited by Proactive Education and checks are carried out with regards to relevant safety measures and insurance.

If you should have any further concerns or queries, please do not hesitate to get in touch.

Kind regards,

Miss Mitchell  
Head of Year 10 North Campus

Miss Sullivan  
Head of Year 10 South Campus