

Friday 7th May 2021

Dear Parent/ Carer,

Year 12 Work Experience

I am writing to inform you that we will be facilitating work experience for all year 12 students in the week beginning 12th July 2021 for five days. The purpose of this is to enrich our students' education, to give them a greater understanding of the 'world of work' and to help them to develop employability skills such as teamwork, problem solving and communication.

We are delighted to be able to work with Proactive Education who have delivered work experience for over 10 years in Northamptonshire, Milton Keynes and Warwickshire. You can find out more information about Proactive and the system for booking work experience through our website on <https://www.ewsacademy.org.uk/home/students/work-experience/>

We anticipate that students will secure their own work placements using placements from the Proactive Education database or alternatively using their own contacts. In order to comply with the statutory legal and health and safety and COVID requirements, all work placements not already on their database will be risk-assessed by Proactive, in line with their current review schedule requirements. We will cover the costs of this for all students, provided that the work placements are in the postcodes NN, MK, CV, OX16, OX17, LE10 and LE17. If your son/daughter wishes to do their work experience outside these areas you will be asked to cover any additional charges which may apply.

The deadline for all Year 12 placement forms to be returned to school is Monday 7th June, but ideally as soon as possible. Students will be given their own login details for the Proactive website where they will be able to use the database as a search engine, to give guidance on placements that may be available. The website address is www.proactiveeducation.co.uk there is a link to this site through our school website, where you will also find a copy of the work placement forms <https://www.ewsacademy.org.uk/home/students/work-experience/>

Please note that your son/daughter must contact the employers directly in order to check the possible availability of work experience, **before** completing the placement forms. They may also be invited by the employer for an interview before any agreement is made. The Proactive database only contains a list of potential employers, who are willing to be contacted to discuss/arrange possible work experience. Please also bear in mind that several other schools may also be contacting the same employers, so the earlier this process is started the more options your son/daughter will have.

If you have any questions please contact gavin.martin@ewsacademy.org.uk or Samantha Fitzgerald directly at samantha@proactiveeducation.co.uk

Yours sincerely



Gavin Martin
Head of Sixth Form