



Icknield Community College

Headteacher: Mr M Hunter, BA (Hons), MSc, NPQH
Love Lane, Watlington, Oxfordshire, OX49 5RB



4 July 2018

Dear Parent/Carer

As you will be aware from our assembly last term, and subsequent newsletter entries, we are re-introducing Work Experience as part of the school curriculum in Year 10. Your child will be moving into Year 10 from September and will, therefore, take part in Work Experience. Work Experience week will take place from Monday 29 April 2019 to Friday 3 May 2019. This is an exciting opportunity for students to gain a real insight into the world of work, develop their employability skills and test out the possibilities for future career pathways for the future. In some cases, successful work experience placements even lead to the offer of future employment or scholarships!

We would like students to take some time over the summer holidays to source a work placement for themselves that is meaningful and gives them an opportunity to develop some skills they will need for work. Whilst we hold a small bank of placement opportunities, the emphasis is duly placed on students to find their own work experience placement. Finding their own job will become a reality on finishing education and research shows that students get much more from work experience if they have been active in this process.

There is a lot of work to be done behind the scenes in order for us to manage this opportunity. We, therefore, need students and parents to complete a **'Student finding their own placement' form** (online by following the link below) no later than **Friday 14 September 2019**.

'Student finding their own placement' form: <https://goo.gl/forms/dL8bS3CNugihVGRr1>

When completing the form, please list Mrs Helen Richardson as your Work Experience Coordinator name. Please also note there is no space needed in-between an area code and number when listing a phone number. When inputting your date of birth, the form requests your month of birth followed by the date and finally the year. All fields marked with a red asterisk **MUST** be completed. **Please note that, by submitting the form, you are giving consent for your child to take part in the work experience programme.**

When you have found a placement, there is also an **'Employer Agreement' form** that needs to be completed by the employer in hard-copy and returned to school as soon as possible. Students will bring these forms home from school today after our assembly on the process. I also attach information sheets for both parents and students. These outline your parental responsibilities whilst your child is on work experience: hours of work, insurance details, travel responsibilities, etc. The student information sheet highlights the benefits of work experience for each student, working hours, pay, interview details etc.

Should you have any difficulties completing the form in this timeframe, have any questions or would like to discuss this opportunity further, please contact Helen Richardson via the school telephone or by email: helen.richardson@icknield.oxon.sch.uk

Yours faithfully

Vicky Pickford
Assistant Headteacher