



Ref: ARW/lat

October 2019

Dear Parents/Guardians

**Year 10 Work Experience Information Evening for Parents and Students
Octagon Theatre, 5.15pm – 6pm, Monday 4th November 2019.**

As part of the year 10 educational programme, a work experience scheme will operate for one week from **6th – 10th July 2020**.

Year 10 students will be expected to spend a week with employers during their normal working hours. The purpose of this scheme is to enable students to gain valuable experience of real work situations, to observe and gather information about jobs and the work place. In the past, this scheme has been very successful and provided students with helpful information as they make decisions about their own career and study choices in years to come.

To gain the most out of their placements, students should try to work with an employer within a field of their interest. Part of the experience is that students should, with support from parents and staff, find their own placements and negotiate with the employer what work they will do. Students will attend an assembly, during which support packs will be handed out, to help guide them through this process.

Parents have a crucial role to play in ensuring that placements are successful. You are invited to attend a **Year 10 Work Experience Information Evening on Monday 4th November 2019 commencing at 5.15pm in the Octagon Theatre**. At this meeting, we will further explain how the scheme will work and offer suggestions to ensure a positive experience for each student. We would be very pleased to see you there and would ask that you complete and return the attendance slip below or email Mrs Thompson in curriculum support to confirm attendance. ltompson@okehamptoncollege.devon.sch.uk

Yours faithfully

Mr A Wilson
Yr 10 Work Experience Coordinator

Year 10 Work Experience Information Evening, Octagon Theatre 5.15pm – 6pm, Monday 4th November 2019.

Student Name: Tutor Group:

I/we **WILL** be attending the meeting I/we will **NOT** be attending the meeting

Number of seats required:

Parent/Guardian Signature: Date:

Please return to the Curriculum Support Office by Friday 1st November 2019.



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