

9 February 2024

Dear Parent/Carer,

## **Year 10 Work Experience Reminder Monday 8 – Friday 19 July 2024**

I write to reinforce to you that your son/ward should be working incredibly hard to secure for himself, either a single ten full days of work experience or two different placements of five days in duration. This work experience will be undertaken in **Summer Term 2**, during the dates above.

Thank you to those parents/carers who have already assisted their son/ward with this process. Work experience placements have been proven to be a valuable motivational tool in helping to raise academic standards.

One of two things happens with work experience: first, students enjoy placement and, as a result, become more focused in their academic studies when they return to school; or, second, students dislike their placement, so much so that they work harder at school so as to not end up in that type of job. From a school perspective, it is a win-win situation.

### **The Best Work Experience**

Our evidence shows that the best work placements are those **found by the student**.

These are called student-led placements or “own finds”. These “own find” placements are usually in an employment sector which the student has already expressed a real interest. In some cases “own finds” may be linked to an employment sector of a family member or friend. Whatever the link, students are strongly encouraged to make an “own find”. Tip: this is not about choosing a career pathway - it’s about choosing a short-term work experience.

### **Deadline**

It is crucial that students secure an “own find” placement ahead of the deadline - **12 noon on Monday 19 February 2024**. Please be aware that if a placement has not been found by this date, **students may not be permitted to take part in the Work Experience programme**. In these circumstances, students will need to attend school to work on their GCSE studies.

### **Wider Work Placement Offers**

Some parents/carers are self-employed or already work in establishments which accept school work placements. If this is the case, or you can offer one or more place, then I would greatly appreciate if you could contact Jayne Spink with details of the company and the contact person.

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## Frequently Asked Questions

### WHAT DOES MY SON/WARD DO NEXT?

- Complete the [online Skills Audit](#) as soon as possible.
- Hand in the “own find” form (attached to your email) if he has found a placement.

### MY SON/WARD CAN'T FIND A WORK PLACEMENT – WHAT SHOULD I DO?

1. Talk to your son/ward about his areas of interest in terms of employment sectors: retail, engineering, sport, media, transport (logistics), business, legal, finance, education, medicine, etc.
2. Speak to your own friends and family, either face-to-face or via social media. Use your own social network to identify a placement. It could be a ten-day placement or two different five-day placements.
3. Ask him to conduct some research into local companies which offer this employment. Ask him to “cold call” or knock on doors. Ask your son/ward to show you his curriculum vitae (CV) - ask him to share these with local companies.
4. Develop his resourcefulness - encourage him to do the hard work.

### CAN MY SON/WARD WORK IN THE FAMILY BUSINESS?

Yes, but only if the family business is sizeable and has Employer Liability Insurance (ELI).

### ISN'T THERE A LOT OF BUREAUCRACY AND PAPERWORK ABOUT WORK PLACEMENTS?

No - the only paperwork is the “own find” form. It is simple and easy.

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Please return all “own find” forms via to the main school reception or via email to Jayne Spink ([jspink@isleworthsyon.org](mailto:jspink@isleworthsyon.org)) before 12 noon on **Monday 19 February 2024**.

Thank you for your support in advance.

Yours faithfully,



**Simon Fisher**  
Co-Headteacher