

# St Joseph's Catholic Academy

A Leading Edge Technology & Applied Learning College  
Mill Lane, Hebburn, Tyne and Wear, NE31 2ET  
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**Headteacher: Mr P Mitchell**  
Chair of Governors: Mrs G Kilgour

October 2021

Dear Parent/ Carer,

I am writing to inform you that all students in Year 12 will undertake 5 days of work experience during the week beginning Monday 6th<sup>th</sup> June. **We have aligned this week with the half term to provide some flexibility when securing placements.** Work experience aims to provide all young people with an opportunity to:

- obtain a wider awareness of the world of work as part of their general education
- learn outside the classroom
- increase their economic understanding
- relate their studies to the world of work and training.

Where possible we expect students to arrange their own work experience. The process of contacting possible employers is a valuable tool for the development of skills and confidence. Students will be supported in this process by their form tutors and pastoral staff.

The school will be using Future Works provider to ensure that all Health and Safety reviews are carried out for all placements to ensure that they will provide a safe learning environment.

There is additional supporting information regarding local companies provided by Future Works to aid students. Students can access this via their form tutors during timetabled planning lessons.

Students will receive a work experience placement form and examples of how to structure an email or phone call when arranging their work experience.

All placements will need to be confirmed with completed forms returned by the 28<sup>th</sup> February 2022. This will allow time to review the placements and carry out relevant risk assessments ready for the students to complete work experience.

All students will be expected to complete a Work Experience Log during their week. This is a tool for reflection and can be used as a starting point for discussion at home and in school about skills and future career pathways.

Please do not hesitate to contact me if you have any questions.

**Parents/Carers: Stay Alert. Keep your child at home if they have Covid-19 symptoms. Stay Safe.**

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Suzanne Lewis-Dale

Deputy Headteacher (Teaching and Learning)

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