

October 2023

Dear Parent/Carer,

Work Experience: Monday 2nd – Friday 6th September 2024

We would like to take this opportunity to introduce you to our Work Experience Scheme. Your son/daughter will have received the information about how the scheme operates on the 29th September. At Thornden School, students undertake work experience at the beginning of Year 11 and prepare for this during Year 10. The purpose of work experience is to help to prepare students for life at work after they have completed their full-time education, by learning about work, through work.

The main objective of the scheme is for students to carry out relevant work, establish relationships with employers and fellow employees, and experience the difficulties and satisfactions of going to work. Students will hopefully learn how a workplace operates, how to work with other colleagues, and perhaps the general public. Work experience should also give students the opportunity to appreciate the importance of all kinds of specific job skills and develop some of the qualities needed in the world of work.

In the past, we have found that most students have been able to arrange their own work experience placements, which is a key focus of the tutor programme in Year 10. The process of arranging a work experience placement is, in many ways, as important as the work experience itself. The October half term break provides an opportunity to begin this process although students should be aware that places start to go as soon as the scheme has been introduced. We encourage all students to work through the following procedure, with guidance from staff:

1. To think about what they might wish to do.
2. To decide where to go and make preliminary enquiries through a short letter, telephone call, visit or email.
3. To arrange an interview, after school hours to discuss the details of the placement, this is highly recommended.
4. To ensure the completion of the work experience form by employer and parents/carers, to finalise the placement. **Getting the work experience forms completed is entirely the responsibility of the student.** A copy of the form has been emailed to your son/daughter. A paper copy of the form will also be available from Miss Quinn's (Work Related Learning Coordinator) office. If you wish to contact Miss Quinn, her email address is k.quinn@thornden.hants.sch.uk

The success of work experience depends greatly on the goodwill and co-operation of employers; this is linked directly to the attitude and commitment of the students. A directory of previous placements is made available to students; however, relatives and family members are also helpful contact points. This and other resources can be accessed via the school website.

We discourage students from working directly with their parents, although they may of course work within the same company. In addition, we would be delighted to hear from any parents who know of, or could themselves offer, work experience placements to other students from Thornden School for the above dates. Students are not able to work abroad for their placement for insurance and Health and Safety reasons and placements out of the local area are discouraged, as it is not always possible to carry out Health and Safety checks, but we are always happy to discuss this in more depth if required.

We hope that all the students will benefit greatly from this exercise and ask that they return their completed form to Miss Quinn by the end of February 2024.

Thank you for your help and support.

Yours sincerely,



Mr Collar

Deputy Headteacher
Coordinator



Miss Quinn

Work Related Learning

