

2<sup>nd</sup> May 2023

Dear Parents / Carers

**Year 11 Work Experience**  
**Monday 16<sup>th</sup> October 2023 to Friday 20<sup>th</sup> October 2023**

In preparation for your child moving up to Year 11 in September, I am writing to you regarding Work Experience. Work Experience is an important part of the Year 11 Curriculum and is an excellent opportunity for students to gain an understanding of the skills and qualities required by employers.

All Year 11 students will be expected to take part in our Work Experience Programme from Monday 16<sup>th</sup> October 2023 to Friday 20<sup>th</sup> October 2023.

**Finding Placements**

We would ask that parents and students talk about possible placements and the sort of experience the student hopes to have. Where parents and students may have their own contacts for such placements, it would be helpful for parents to make initial contact and enquiry.

Please keep us informed of any progress made and confirm if you have a placement by completing and returning the attached form to the school office by no later than Friday 23<sup>rd</sup> June 2023.

The Park School may be able to provide a small number of placements for students but these will only be offered in extreme circumstances. To support students with their post 16 choices and career opportunities, it would be most beneficial if they were able to source a placement linked to their area of interest.

Through our partnership with Prospects Trust ([www.theprospects.org.uk](http://www.theprospects.org.uk)), all work experience placements will be checked for all aspects of health and safety and risk assessments are followed for the protection of our students and all others in the workplaces they attend.

Yours sincerely

Mr McCarthy  
**Assistant Headteacher & Careers Lead**

**Year 11 Work Experience**  
**Monday 16<sup>th</sup> October 2023 to Friday 20<sup>th</sup> October 2023**

**Please complete and return to the school office by no later than Friday 23<sup>rd</sup> June 2023**

Students Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

**Please tick the appropriate box:**

<input type="checkbox"/>	<b>I HAVE</b> found a Work Experience Placement for the above child
<input type="checkbox"/>	<b>I HAVE NOT</b> found a Work Experience Placement for the above child

Company Name: \_\_\_\_\_

Placement type: \_\_\_\_\_

Position: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Number for Placement: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Parent / Carer)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_