

**Principal: Adrian Esch**

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Our ref: Work Exp / OFA

17<sup>th</sup> January 2025

Dear Parent/Carer,

## Work Experience

Following the launch of work experience in September we are now approaching the January deadline to confirm work experience placements.

All Year 10 students will complete a work experience placement from Monday 10<sup>th</sup> - Friday 14<sup>th</sup> March 2025. Work experience (WEX) is a vital and exciting part of mainstream education at Key Stage 4 which allows students to gain an insight into the world of work and learn key skills which will help inform students' career decisions.

### How is work experience organised?

Students are expected to be proactive in finding and confirming placements. In addition to your support at home, they have received support in school through their SPACE lessons, assemblies and can seek individual guidance from the careers lead, Jackie Fielding. Once a placement has been agreed, a blue WEX form must be completed by the employer and signed by the student and a parent/carer. The completed form must then be returned to Hans Price reception or careers office for processing. Finally, students will receive a confirmation when the form is processed, and Health and Safety checks have been completed.

### Can students choose a placement which isn't on a preapproved list?

Absolutely – We want students to find placements that are exciting and a good fit for them. As I am sure you will appreciate, the health and safety aspect of placements is a priority. When a student finds a work placement a health and safety check will be carried out. New placements, or placements which are further afield or less routine, may take a longer time to check so must be confirmed as early as possible.

### What do I need to know now?

Completed forms must be returned to the WEX team by the end of January to confirm new placements. If a student has not secured a placement independently, we will endeavour to match them with employers we have previously used. They will be expected to attend for the full week or following the programme delivered in school. If you have any questions, do not hesitate to contact the school or the Work Experience team directly at [wex@hpa.clf.uk](mailto:wex@hpa.clf.uk).

Yours Sincerely,

Ms R Allchurch  
WEX Co-ordinator

Mrs J Fielding  
Careers Lead

Ms C Dale  
Year 10 Raising Standards Leader



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