



Bowland High

Tradition, Care and Challenge

Year 10 Work Experience – Monday 3rd July to Friday 7th July 2023

Dear Parent/Carer,

Work Experience is an important part of the Year 10 Curriculum and is an excellent opportunity for pupils to gain an understanding of the skills and qualities required by employers. All Year 10 pupils will be expected to take part in our Work Experience programme.

Year 10 attended a Work Experience assembly recently which explained the process of searching for work experience.

In order for pupils to gain the valuable job hunting skills which are so important in today's job market, we ask that all pupils take responsibility for planning and finding their own placements. We strongly advise pupils to make contact with prospective employers **as early as possible**, as other schools will be participating in work experience during this period and placements may be competitive with their desired employer.

We would ask that parents/carers and pupils discuss possible placements and the type of experience the pupil hopes to have. Where parents/carers and pupils may have their own contacts for such placements, it would be helpful for pupils and parents to make an initial contact and to keep us informed of any progress made.

Most employers will have taken pupils from a number of schools for many years and have well established practices. All participating employers need to sign the self- placement form and provide a copy of their **Employers Liability Insurance Certificate**. Pupils and parents/carers also need to sign the **self placement form**.

The deadline for the return of this form to school is **Monday 17th April 2023**. The earlier forms are returned, the sooner the placement can be processed.

I am available at break and dinnertime to talk to any Year 10 pupil about their Work Experience placement and offer advice and support.

You will find all the relevant information about work experience on Bowland High website under work experience! <https://bowland.atctrust.org.uk/learning/work-experience/>



Head Teacher: Laura Fielden, BA (Hons) **Company No.** 07678864

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This includes:

- **A Parents' / Carers Guide to Work Experience Placements for Pupils**
- **An Employers Guide to Work Experience**
- **Guide to contacting Employers**
- **Self- Placement Form**
- **Work Experience Booklet 2023**

Happy job hunting!

Kind regards

Emma Burns

Careers & Vocational Co-ordinator



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