



15th January 2024

Dear parents/carers

Year 10 Work Experience – 24th – 28th June 2024

As part of our Careers Education, Advice, Information and Guidance programme, it is our intention for all Year 10 students at Trumpington Community College to participate in unpaid work experience from Monday 24th until Friday 28th June. During this week, there will be no Year 10 lessons and students must attend their placement each day.

We believe that work experience will give students an authentic experience of working life, and create a space for them to think about what they would, or would not, like to do in the future. A work experience placement will also provide students with the opportunity to develop core skills, through working with other people, meeting different expectations, and solving problems, including planning transport to and from work.

We ask for your support in organising a quality work experience placement for your child. You may want to approach your own employer, or friends, family or contacts who work in sectors which are of interest to your child. Alternatively, you may want to support your child in making an approach to an employer that is of interest to them, to ask if they would be willing to offer a week's work experience. As a school, we are making approaches to local employers, so that we can support some students, who may find it more challenging to find a placement themselves.

During our Work Experience Assembly on Monday 15th January, we will speak to students about how they could make approaches to potential work experience employers. We will also be offering support during And Now Read to support students in making these approaches.

We are using an online platform called Unifrog to manage the administration of the work experience programme: collecting information from employers, as well as securing consent from parents and carers to allow the placement to go ahead. We will introduce students to this platform in the week beginning 15th January, so that they know how to add details about the placement that they have organised. Students must secure verbal agreement from an employer before they add details to the platform, as adding the placement triggers an email to the employer to collect necessary information from them.

A page has also been added to the school website which includes additional information about the process for students, parents/carers, and employers. The page includes links to video guides, which will support students and parents/carers in finding a placement, and also information for employers to support them in understanding their commitment. Additionally, there is a model letter that students can download and edit to make approaches to different employers. The page can be accessed here: <https://www.trumpingtoncc.org.uk/learning/careers-and-futures/work-experience>. Please do share this link with placements that you approach.

There are some costs to the school in facilitating work experience for students, including costs of Health & Safety checks, and visits to students on placement. We therefore request a voluntary contribution of £10 per student to support us in delivering this. You will soon receive a notification from us to advise you that this payment can now be made via Parentmail +Pay.

Head of School: Jess Pearce

Executive Principal: Matt Oughton

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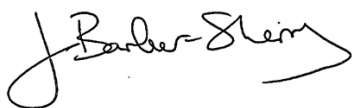
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Should you have any concerns or questions, please contact me on joseph.barker-sherry@trumpingtoncc.org.uk.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joseph Barker-Sherry'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Joseph Barker-Sherry
Assistant Principal