



Shavington Academy

'Together we enjoy, aspire, create & achieve'

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P/WorkExp/2017/ParentLtr2017

September 2016

Dear Parent/Guardian

Year 10 Work Experience (WEX) 2017

Preparing for the world of work is a key aspect of a good education and we take that responsibility very seriously at Shavington Academy. It is for this reason that we provide enterprise activities from Year 6 onwards, to encourage pupils to think about being entrepreneurial.

In Key Stage 3, pupils are encouraged through assemblies and PHSE to think about their skills and potential careers. In Key Stage 4, many pupils take vocational courses to give them that valuable understanding of the work place. Coupled with this, our Year 10 students attend South Cheshire College for their two day Secondary College event, we organise an Interview Conference each year and hold a 'Future Fair' careers guidance event which is attended by local businesses and educational establishments.

Our WEX programme is intended to be an opportunity for your child to gain experience of a working environment, and does not need to be specifically relevant to your child's future aspirations. Work experience provides pupils with skills that will be recognised in other workplaces, confidence to learn and master new skills, and work-life skills such as communicating well and working in teams. It is also a chance to demonstrate how they can contribute in a work environment, obtain a referee to add to a CV, or even result in a future employment or apprenticeship opportunity!

We propose that your son/daughter sources a work experience placement for the week commencing Monday 19th June 2017, based on their interests and possible career routes. We feel that it is an important part of the work experience process for students to source their own placement, with your support, and enclose a self-placement form which needs to be completed in full and returned by Monday 7th November. Students are much more likely to make a success of the experience if they have invested time and energy to secure their work. On the reverse of this letter for your information is a list of providers that we have worked with before, should you wish to approach them.

Once the self-placement form has been returned, we will review the health and safety requirements for each placement, and make the necessary arrangements for the work experience to take place. Should your child wish to pursue a placement with a different provider from those we have worked with before, we will do our best to facilitate the arrangement. During the placement, we will telephone or email the work experience provider to check that everything is going well. Your son/daughter will have a point of contact, in school, to email or telephone, should they have any problems.

Yours faithfully

Mrs Karen Prince
Career & Guidance Manager

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