

Dear Parents/Carers,

### **Year 10 Work Experience Programme 2022**

During the week commencing Monday 28<sup>th</sup> February to Friday 4<sup>th</sup> March 2022 all year 10 students will be afforded the opportunity to experience the world of work by spending one week with an employer.

Over the forthcoming weeks we advise students to discuss possible placement opportunities with you and of course with their form tutors. We would like to encourage you to actively begin the process of contacting employers.

We encourage all students to take responsibility for organising their own work experience placement.

All students have attended a Work Experience assembly and received guidance on accessing the Work Experience Database for potential placement providers. Further information on how to access this can be found below:

Website: **<https://sipseducation.work-experience.co.uk>**

Username: **boastudent**

Password: **pupilwex123**

As soon as a placement is confirmed, please complete the Microsoft Form via the link below:

<https://forms.office.com/r/EUETqUy0tL>

Please use this form to record the student's details, employer's details and provide your consent for your son/daughter to participate in the work experience programme.

This must be completed by **Friday 10<sup>th</sup> December 2021** to enable us to make contact with the provisional placement provider and to ensure that the relevant health and safety checks are undertaken.

Please note, we will continue to monitor COVID-19 precautions and should restrictions change, we will ensure that Year 10 students have the opportunity to develop their skills for the workplace through a virtual work experience programme.

Please do not hesitate to contact me on the details below should you have any questions.

Thank you for your support with the work experience programme.

Yours faithfully,

**Emma Rickard**  
Head of Admissions and Careers