

26 June 2024

Dear Parent / Carer

Year 10 Work Experience 8 – 11 July 2024

With just less than two weeks to go before work experience starts, I wanted to update you on a few of the finer details. Students have been sent a confirmation email to their Gmail account (firstname.surname@theks.co.uk). This email contains employer contact details, location, timings for the placement and next steps to take. Included in the email will be a risk assessment. Please ensure that this document has been read and checked.

For student's convenience, they will be given a paper version of the confirmation email, but not the risk assessment.

In assembly on Friday, we will continue to prepare students by ensuring they are all ready for their placement. This will include preparation and looking at key areas such as personal conduct, building relations and communication.

I am confident that this work experience will leave a lasting memory for our Year 10 students and will begin to prepare students for working life after their education. I would encourage all students to send pictures during their placement to the below email address:

workex@theks.co.uk

If students have not been allocated a work experience placement, they are expected to be in school during their normal hours.

Please do not hesitate to get in touch if you have any further questions or need support contacting the employer.

Finally, please can you make sure that you have given parent / carer consent via the MCAS app for your child to participate in a work experience placement.

Yours faithfully,



Mrs E Phelan
Assistant Headteacher