

Ref: JW/WEX

October 2023

Dear Parent/Carer,

Work Experience Week: May 7th - 10th

We are pleased to confirm that Work Experience Week will take place from May 7th – 10th 2024. The Year 10 work experience programme is a key activity for your child during their time at Priory Community School Academy. Stepping outside of school can be a challenging prospect for some, but it is worth it!

The process does require courage, bravery and resilience in our students and for many, finding a placement is the most challenging part. However, it is worth the hard work as it builds confidence and really helps students move beyond their comfort zones and begin to create a career plan.

It is also worth mentioning that many employers retain their students for paid part-time work and some even employ their students as an apprentice after Year 11! This is an opportunity to make a great impression... let's make it count.

Please find enclosed a work experience guide and a work experience form to be completed and returned to school when a placement is confirmed. The enclosed guide has been created to give students everything they need to secure a placement.

The deadline for returning completed forms is the end of January 2024. This will allow us to run health and safety assessments with all employers.

The process should be driven by our students but your support is also invaluable. We are available to help and support in any way we can, so please feel free to contact us if you have any questions or need anything.

All students are expected to attend work experience week. Please contact Miss Silmon for SEND specific support.

Yours sincerely,

James Wilmot – Director of Careers

james.wilmot@pcsa.theplt.org.uk

01934 511411

Jodie Silmon – Careers Advisor

jodie.silmon@pcsa.theplt.org.uk

01934 511411