

26th April 2022

Dear parents/carers of Year 12 students,

Re: Work Experience Week 11th 15th July 2022

As part of the ongoing Careers agenda here at Westgate, we believe that it is essential for Year 12 students attend a course-specific work experience placement in the relevant business environment according to their career goals. We have collapsed the timetable for the week of **11th July** to enable students to engage with employers and learn more about their current career's considerations. This will enable students to gain essential work-based knowledge and new skills to help them move forward into university and work. This is also essential for students when writing personal statements for University and Degree Apprenticeships applications.

Students will be required to liaise independently with their family, friends and extended contacts, and local companies in order to find a placement that is allied to their subjects or careers goals, supported by Mrs Green and the Sixth Form team for advice and guidance. Once a placement has been verbally offered, students will use the Unifrog Placements Tool to upload the details, and for us to go through the safeguarding, insurance and parental consent procedures.

Work Experience week will look very different from previous years due to the change in the working practices in a post-Covid world, so we expect that it will require a higher volume of attempts to contact employers. We hope that you will support this important programme by encouraging your son/daughter to make a concerted effort to engage with their network of contacts, and to seek a placement that will challenge them and encourage a high level of independence.

Placements at the current part-time jobs of students is not an acceptable option, as we want to challenge students to try something new and prepare for the full-time working world. The nature of this personal search and selection process is to help students understand how difficult it can be to find suitable employment. Planning and pro-active follow up skills will be required, supported by Mrs Green to ensure that students meet the placement confirmation deadline of Friday 25th June.

Parents will receive communications through Unifrog to via email and will be asked to click onto the links and add relevant information and tick consents, so we will be grateful if you will do this quickly when contacted to speed up the process once the employer has confirmed the finer details.

We are hoping that all students will experience a rewarding and informative time in industry, and that it will help them to prepare for their post-18 choices, and UCAS process that will start in September.

If you have any questions, please liaise with Karen Green, Careers Leader [-klg@westgate.slough.sch.uk](mailto:klg@westgate.slough.sch.uk) 01753 559882 (direct line).

Yours faithfully,

Mrs S Ashraf
Head of Sixth Form