



In all things faithful

St Damian's RC Science College

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6th July 2021

Dear Parents/Carers,

Headteacher

Mr S Logue BA (Hons), M.Ed., NPQH

Y10 Work Experience – Pupils out of school on a placement

Work Placement Details

Congratulations on securing a work experience placement. It will provide an invaluable insight into the world of work and will be highly regarded when pupils are making future applications to college, university, further training and employment. Pupils are strongly advised to give their full commitment to the work placement and to work hard to get a strong reference from their employer at the end of the week. This will then make them stand out when they make applications in the future

Pupils must ensure that the workplace details and telephone contact number for the employer are recorded accurately on the ConnectEd app.

Attendance

During the work experience placement, pupils are expected to have 100% attendance. Attendance and punctuality will be checked each day via a phone call to the employer and will be recorded on St. Damian's school registers. If in the exceptional case, a pupil is too unwell to attend or has symptoms of Covid-19, parents / carers must inform both the school and the workplace of their child's absence.

Transport

Please ensure that your child makes transport arrangements to get to and from the workplace safely and is able to arrive on time.

Contact with the Workplace

Please ask your child to contact the workplace this week to introduce themselves, find out about the start and finish time, what they are expected to wear, who will supervise them and arrangements for lunch as well as any necessary health and safety considerations / Covid-19 mitigations. Please encourage your child to ask the workplace for a job description and to ask any questions in advance that they may have about their specific responsibilities. Please do this by the end of **Thursday 8th July 2021**.

Work Experience Booklet

Your child has been given a Work Experience Booklet to complete which includes a focus on employability skills, a daily diary entry and a reference to be completed at the end of the placement. This is compulsory and must be returned **fully completed** to Mrs Henshaw on **Friday 3rd September 2021 at 9am**.

Contact with school

During the work experience week, if there are any issues, please get in touch with Mrs Henshaw on the school number: 0161 330 5974 or email: careerprospects@stdamians.co.uk

Finally, I wish all pupils 'Good Luck'! I am sure they will contribute well to the workplace, be excellent ambassadors for the school and have a fulfilling week.

M. Henshaw

Mrs M. Henshaw
Deputy Headteacher