

Ref: LAC/JYW  
20 March 2025

Dear Parent/Guardian

### **Work Experience Placement for Year 10 Students**

Year 10 students are being offered the opportunity to arrange a work experience placement that can take place between Monday, 14 July and Friday, 18 July 2025.

This week is also Yellow Week. You must choose whether you would like your child to complete work experience **or** activities through Yellow Week. We would recommend that students take part in work experience, as we feel this will be more beneficial to their overall progression. Although we understand that valuable work experience opportunities may arise at other points throughout the year, in order to maintain the integrity of the curriculum and minimise disruption, work experience placements cannot be authorised at other times throughout the school year.

Work experience will take the form of a **personal placement organised by your son/daughter**. They will arrange the placement with your support, then upload all relevant documents to an app which will record the progress of their placement.

The platform has been purchased through Morrisby/Changing Education and is accessed as an app called Connect. The app will help us track risk assessments, health and safety documents, insurance and any other documents deemed relevant by the employer. By agreeing to your son/daughter completing a work experience placement, you as their guardian confirm that you take responsibility for ensuring the documents uploaded are correct, and you are happy for the placement to go ahead.

The deadline for uploading all documents onto Connect is the 2<sup>nd</sup> June.

#### **What is the Process?**

- 1. Mock Launch Assembly for students– January 2025**
- 2. An email sent to student's school email address with an invitation to download an app. If students do not have access to a phone or, iPad or laptop at home, we can support you to download this app through school. Please let Li-Am Carter or Richard Bradshaw know if they need this support.**

**Preit Chahal** Principal

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3. **Student App/Portal Sign-in Tasks** - Please watch this video for support on signing into the app <https://www.youtube.com/watch?v=BQk89vIzJeI&list=PLTO-tXNNGLzQ1d90S76T9tDNn6VRw47B7&index=2>
4. **Submit Self Placements** – Please watch this video for support on uploading documents <https://www.youtube.com/watch?v=nbEiGFVCBk0&list=PLTO-tXNNGLzSVxt8DI61n8JBjmeGZdX-6&index=1>

We understand that some parents will need support accessing the app. We will be hosting drop-in session for students and an information session for parents in the evening in the new year.

If you have any questions, please do not hesitate to contact myself, or Mrs L Carter who administers the programme.

Yours faithfully



Mr R Bradshaw  
Work Experience Co-ordinator



Mrs Li-Am Carter  
Careers Leader