25th April 2018

Dear Parent/Carer,

**Re: Year 10 Work Experience Week 9th- 13th July 2018**

Every academic year pupils of Year 10 participate in a week’s Work Experience. This year it will be the week commencing Monday 9th July 2018. Not all schools in Bridgend County Borough participate in this scheme but here at Coleg Cymunedol Y Dderwen we firmly believe that Work Experience is a crucial part of a child’s education and gives them invaluable experience into the real world of work. It is also an important part of their Careers Education and Guidance that will be sadly missed if the school did not participate in Work Experience. We also feel that this will give your child an advantage over other pupils when competing for future employment opportunities and will be a good talking point at any interview.

Careers Wales have in the past organised work placements but this is not the case now as it is no longer part of their remit. This leaves the arranging of the placement with individual pupils and families. In the past, the most successful placements have been arranged through members of the family, friends or neighbours. This has the advantage that family and friends will ensure a worthwhile experience for the young people rather than a “tick box” exercise where pupils may not benefit from a good placement.

There is an important form attached to this letter that we would like your child to return to the school once completed. There will be a Work Experience Placement box in the Heads of College office so they can drop it in there. The sooner these forms are completed the better so that we know that each child has secured a placement. Please liaise directly with the employer regarding Health and Safety protocols including insurance. If you encounter difficulties finding a placement please ask your child to come and see me so that we can look for a solution.

You would need to make your own transport arrangements in getting your child to the work placement for that week. The hours of work are of course flexible and for you to negotiate with the employer.

If you require further information on Work Experience please don’t hesitate to contact me at justine.james@ccyd.org.uk or on 01656 815920.

Yours Sincerely,

Mrs Justine James

Assistant Headteacher

Curriculum and Careers support