

Year 10 Work Experience - message to families.

Thank you very much for supporting Priory Community School Academy's Year 10 Work Experience (May 7th - 10th.)

The activity is a key event for our students during their time at school and provides them with a great opportunity to build skills and insight that cannot be taught in the classroom.

You will receive updates and reminders over the next couple of weeks to help both employers and students get the best from the experience.

By the end of this week, students will bring home a summary letter of their own, a copy of their work experience form and a work experience log book.

In advance of work experience week:

- Please encourage your child to reach out to their employers next week to say hello, check in and finalise placement details.
- Students will also be given a copy of their work experience form as a reminder of placement address, contact names, working hours etc in tutor time early next week.
- Please make final travel plans, prepare dress code, lunchtime arrangements etc. If your child receives free school meals and you would like to pick up a packed lunch prepared by school each morning, please email Jodie.silmon@pcsa.theplt.org.uk by Friday 26th April.
- **It is very important to inform your child's employer of any special educational needs, medical needs or allergies ahead of their placement. If your child has any SEND, please ensure you give employers details of any strategies to support your child to get the best from their placement.**

During work experience week-

- Phones. Please insist that your child follows any phone policy that their employer has. We recommend that students keep phones switched off for the day.
- Attendance. Please contact both employers and call the school absence line in case of sickness and absence.
- Students will be given a work experience log book to bring with them every day and complete a journal of their experiences and skills development.
- As a minimum during the week, employers will receive a phone call from a tutor to check in on student progress. We will also do our best to visit as many employers as possible.
- With student permission, we have asked employers to take a picture of their work experience student at work and email it to school so we can showcase everyone's hard work in a celebration assembly.
- Feedback is so important. We have also asked employers to send us a glowing reference of their student's work that we can share in our celebration assembly. Students who go the extra mile, will be given special recognition.
- If you are concerned by any behaviour or attitudes, please do flag this up immediately.

We will drop you further updates over the next few days, but please do feel free to check-in in the meantime. Thank you very much! Mr Wilmot and Miss Silmon