### WORK EXPERIENCE 2019-2020

Dear Parents/Carers

As part of Sandhill View Academy’s work related learning curriculum all students in Year 10 will have the opportunity to participate in work experience **every Monday afternoon**. It is an opportunity for students to spend some time with an employer or other organisation, allowing them to experience as far as possible the hours, working conditions and regulations they may encounter when they go to work themselves.

The dates of the work experience programme for our next academic year are:

**w/c Monday 4th November 2019 – w/c Monday 22nd June 2020**

**Please complete the attached Work Placement Parental Consent Form and then return to your child’s group tutor by Friday 10th July 2019. Without this form, students are unable to begin arrangements for their work experience.**

Students are encouraged to make their own arrangements to go to a particular place of work. Once the parental consent form has been returned, students will be able to start contacting local businesses to find a suitable placement. They will also be given a **Work Placement Form which must be returned to school as soon as possible. We would request that parents support their child in searching for a possible placement and that parents will also notify both the school and the placement if their child is unable to attend due to illness.**

Should you have any concerns or queries please do not hesitate to contact Mrs Robinson, Careers Advisor or myself via the school office or email ([careersteam@sandhillview.com](mailto:careersteam@sandhillview.com)) or refer to the work experience section on our academy website which contains more information.

Yours sincerely

Mrs. H.M.Akien -Careers Leader

Director of Careers and Community Relations