

HOW PARENTS/GUARDIANS CAN HELP?

The quality of the student's Work Experience can be strengthened by the interest you take in their placement. You can help by:

- Ideally over the summer holiday, discuss with them the type of work placement which best suits their interests, their career ideas, subjects they enjoy, etc. This will help them in making their initial choices of either an own placement or a possible school placement at the beginning of the new Year 10 term. **Please do not approach any placement before checking whether it is a placement that the school uses.**
- Please check with your daughter that all forms are completed and returned to the school as soon as possible or by any deadlines given.
- Please sign any documentation required, particularly the Agreement Form detailing her work experience placement as it is a legal requirement by County before the placement can proceed. Please ensure that this is returned immediately and check that your daughter has handed it in. We regret that placements cannot be changed once these have been sent out.
- Encourage a positive attitude towards the placement and that the most should be made of the opportunity.
- Talk and discuss with them about their experience before, during and after the placement.
- Encourage and ensure the completion of their Diary and other tasks required.



- Please avoid making doctors/dental/optician/orthodontist appointments during this time unless in exceptional circumstances. You are reminded that holidays cannot be taken during KS4.
- Ensure your daughter advises the placement and school of any absence/sickness and send a covering letter to the school on your daughter's return