



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson

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9 September 2022

Dear Parent/Guardian

Year 10 Work Experience Week – Monday 3 July 2023 to Friday 7 July 2023

Following on from my previous communication sent in the summer term, I am writing to confirm arrangements for the Year 10 virtual work experience launch evening on **Tuesday 27 September at 6pm.**

Please find below the zoom invite details:

<https://zoom.us/j/94918869734?pwd=OXFjM01scGcyTk9qMmFkY1pGV2pKdz09>

Meeting ID: 949 1886 9734

Passcode: 621026

This presentation will provide you with the relevant information regarding the work experience week process including timelines and the two pathways on offer, and you will be able to hear from representatives from Education Business Partnership on the night. We strongly encourage you to attend this event as we will go through the detail of what to expect and what to consider, and there will also be the opportunity to ask any questions you may have. This will be recorded and saved on our website to access, so if you cannot make the meeting, you can still access the information.

As you will know, students in Year 10 are given opportunities to develop their understanding of the world of work, transferable employability skills, the importance of becoming work-ready and the different destination routes available to them. To ensure that students are given an opportunity to gain first-hand experience of a workplace we would like to launch work experience week whereby all Year 10 students spend the week visiting a workplace, week commencing **Monday 3 July 2023 until Friday 7 July 2023.**

We will be working closely with the Education Business Partnership who will be supporting us with this work. The Education Business Partnership is a registered charity with over 25 years' experience and an active network of over 1500 businesses. They deliver a range of programmes and initiatives, including work experience, which are designed to improve the work-related skills of young people so that they are better equipped to enter the world of work.

To try to accommodate the large number of students in the year group, EBP will be offering the following pathways:

1. They will be able to support students with sourcing their own placements, by conducting pre-placement checks to ensure the environment is suitable and meets all Health & Safety requirements. In the first instance, students/families will source a placement using their **own networks or contacts** and EBP will carry out the placement checks on their behalf. **This is the preferred route.**
2. They will also be able to utilise their network of businesses to support those students who need support in sourcing a placement for the week. Here, EBP will organise the placement on behalf of the student entirely.

You will find below a confirmed timeline of dates and further actions.

Work Experience Launch Evening	Tuesday 27 September 2022 at 6pm
Application forms returned to school	No later than Friday 21 October 2022 3pm
Own Placement forms returned to school	No later than Friday 4 November 2022 3pm
Interview students (if required)	w/c 14 November 2022
Placement details provided	w/c 5 June 2023
Work Experience Week	Monday 3 July 2023 to Friday 7 July 2023

You will find below the links for the following documentation that must be completed:

- [Application from that every student should complete and return](#)
- [Own placement form](#)

EBP have also created a [student guide to work experience and what to consider when completing the application form](#) which can be accessed by clicking the link.

Please return completed application forms to **reception for the attention of Mrs Sandhu**.

Please use the online form available [HERE](#) to submit any questions you may have for the virtual parents information evening on Tuesday 27 September at 6pm. If you have any other questions, please email mescareersdept@maidenerleghtrust.org.

We will be adding new resources and information to the [Year 10 Work Experience 2023 webpage](#) as and when it becomes available. You may find it useful to bookmark this site for future reference.

Yours sincerely



Mr R Buck
Director of Maiden Erlegh Institute
and Trust Professional Learning



Mr D Bell
Assistant Headteacher