

October 2023



Dear Parent/Carer

You may have recently heard your child talking about work experience. Do you understand what this is? If not, this letter will hopefully give you a better understanding.

Work experience can contribute to an individual's development by:

- Increasing motivation to study
- Clarifying the relationship between the curriculum and the outside world

I believe that the learning that takes place during this one-week placement and the subsequent follow up work that is undertaken in school after the placement is invaluable to many pupils' maturation not only as a person, but in terms of their general career thinking.

Springfield pupils currently undertake their work experience placement in the summer term of Year 10. Our dates for this year are **15<sup>th</sup> – 19<sup>th</sup> July 2023**, with a debrief session on Monday 22<sup>nd</sup> July 2023.

**Several other local schools also access these dates. Consequently, some of the more popular occupational areas are often regrettably over-subscribed.**

As a school we work with a partner organisation EBP (Education Business Partnership), who help organise and manage work experience placements for our pupils.

EBP has a database of over 2200 employers who are prepared to offer their time and services to facilitate our work experience needs. Over the next few weeks pupils will have the opportunity to discuss with their form tutors, their friends and of course yourselves, which type of occupational area they would like to enter for their work experience.

Pupils will be able to use the system wherever internet access is available. This means that pupils will be able to search and apply for placements at home as well as in school. Parent/guardians will also be able to track the progress of their child's applications. Pupils are also able to arrange their own work placements, often with parents or friends of their family.

Representatives from the EBP will be in the school hall on the evening of **18<sup>th</sup> and 19<sup>th</sup> October 2023** (10S, P, R, N, G from 6pm-7pm on 18<sup>th</sup> October and 10F, E, L, D between 6pm-7pm on 19<sup>th</sup> October) to explain to you their online database and booking process. Please bring the attached reply slip with you to the evening if you are attending.

**At this stage, I would like to emphasise that we talk about work experience and not a job trial.**

Yours faithfully

Mrs R Millar  
Work Experience Coordinator

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## Work Experience Reply Slip

I/we acknowledge receipt of the work experience letter.

I/we understand that my son/daughter and I are selecting a work placement and not a job trial.

I/we understand that I need to discuss fully with my son/daughter his/her choice of placements.

I/we understand that a fee of £39 will be payable by me to the Education Business Partnership if I/we request a change of placement once one has been arranged and confirmed.

Signed .....

Date .....

Pupil name .....

Tutor group 10 .....

This form should be returned to school on the evening of the Work Experience talk or to reception no later than 17<sup>h</sup> November 2023.  
We cannot process any applications without parental consent.

