

Oaklands Catholic School and Sixth Form College

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Headteacher: Matthew Quinn B.Ed (Hons), M.A., NPQH

Edith Stein Catholic Academy Trust
(A Company Limited by Guarantee)
Registered in England and Wales, Company No 07721932

Our Ref: ANM/DMB

17 July 2023

Dear Parent/Carer

As introduced at the key stage 4 induction evening, your son / daughter will be completing a week-long work placement from 1st to 5th July 2024. Work experience forms an extremely important part of key stage 4 and can greatly assist students to gain valuable insight to workplace practices, along with supporting decision making with regard to future career choices.

The placement will need to be sourced by yourselves. We encourage your son / daughter to approach an employer which is conveniently located for them, where they could potentially complete their placement. This could be family or a friend. Work placement settings must have employer liability insurance if they are a large or LTD company. Any potential placement will be reviewed by the school and our work experience company EBP prior to the placement to ensure its suitability. Given the health and safety checks and administrative work that are required, there is a cost associated with this. Students in receipt of the Pupil premium will have the cost covered by the school, but there will be a charge for all other students. The school is subsidising the cost, but the charge will be £25.00. Further information about how and when to pay will follow in September.

Application forms will be offered to year 9 students during a work experience assembly on Monday 17th July period 5, extra copies can be found on the school website, year 9 careers group on Teams or obtained from Mrs McQuiston, Careers Leader. The application forms need to be returned to Mrs McQuiston, by February 2024 to the Careers office office which is located outside the library. Please do not hesitate to contact myself if support is needed in acquiring a placement as I do have some companies who have supported us this academic year and are happy to again a.mcquiston@oaklandscatholicschool.org.

Yours sincerely,

Mrs Angela McQuiston

Careers Leader

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