

25/09/2018

Dear parent/carer

Re: Year 10 Work Experience (WEX) 1-5 July 2019

At Cotham School all Year 10 students are expected to take part in Work Experience week (WEX) which this academic year will be during the week 1-5 July 2019. There is evidence to suggest that work experience schemes benefit students by:

- Helping to provide an informed choice about Post 16/18 opportunities
- Developing greater self-confidence and maturity
- Providing the opportunity to plan and achieve individual targets
- Providing the opportunity to develop and demonstrate employability skills
- Providing experience of the 'world of work'

Students are required to approach companies directly to obtain a placement. This can be done by letter, email, telephone call or even by just walking in and asking. Please take time to discuss the area of work which would be most beneficial to your son/daughter and support them with this exciting opportunity. It is important that your son/daughter makes the first step and approaches employers sooner rather than later. Each year the competition for placements from other schools and colleges becomes greater. We would therefore recommend approaching several placements at the same time.

All WEX information can be found on the Parent and Student area of the School Website. Suggested company names, addresses and contact names are listed and accessible to students via the "Learn about work" website link there. All placements need to be Health and Safety approved. We have a list of companies that have already been Health and Safety checked and deemed suitable establishments to host work experience. All students will be given a pin number which will enable them to access this site at home as well as in school.

Please be aware that if a student elects to take a placement outside Bristol, any costs incurred by the Health and Safety check may have to be paid by their parent/carer.

Once a student has agreed a placement with an appropriate company they must return the attached WEX form to Mrs Arnold or to their tutor as soon as possible. The following dates for returning forms are very important:

- All students who wish to carry out their Work Experience OUTSIDE the Bristol area, must return their completed "WEX" forms no later than **Friday 8 February 2019**.
- All students who are going to work at a company in Bristol must have their completed WEX forms returned to school by **Friday 5 April 2019**.

Work Experience is a very positive addition to a Curriculum Vitae (CV) especially in this economic climate. Year 10 PHSE lessons support WEX with letter writing and compilation of a CV. Students also have time in tutorial to discuss and set individual targets which will be appraised when they are visited by a teacher, at their placement. Tutors support the programme and also provide direction. Students will need to use a log book when they are on their placement. These are issued to them during tutorial and students will need to fully complete them to achieve a Work Experience certificate.

If you have any queries about work experience please contact Mrs Arnold at school [arnoldl@cotham.bristol.sch.uk](mailto:arnoldl@cotham.bristol.sch.uk) or telephone 01179198092.

For information, the school has achieved the 'Investor in Careers' quality award and the 'Employability Chartermark'.

Thank you for your support during this productive and exciting time for Year 10.

Yours sincerely

Mrs L Arnold  
Work Experience Co-ordinator.