

Headteacher: Mr R Carroll BA (Hons), NPQH

Dear Parent/Carer

### **Ernulf Academy, Work Experience 2016**

I am writing to inform you that your son/daughter will be going on Work Experience the week beginning 13 June 2016. All Year 10 students across Cambridgeshire are given this opportunity to experience life in the work place and to develop valuable employability skills.

Students will learn essential life skills including: planning; organisation; independence; problem-solving; teamwork and communication.

The process was launched via an assembly on Monday 8 February and will be supported through a series of ECM lessons over the next few weeks where students will be given advice on career options leading to them choosing a placement from a work placement database at the start of March. Please note, all placements on the database have undergone comprehensive Health and Safety checks to ensure that they can accommodate our students.

#### ***Frequently asked Questions and Answers***

***How are placements allocated?*** – Students will be asked to pick three placements on the database. No one can be guaranteed a specific placement as some are more popular than others. Students will be asked to outline why they are interested in a particular placement and this could influence the final placement decision.

***Can I organise my own placement?*** Students can organise their own placement. However, this should be discussed beforehand to see whether it is suitable and an 'own placement' form must be completed so that all Health and Safety checks can be undertaken beforehand.

***What placements are not suitable?*** Some placements are not suitable for Year 10 students and/or employers are not allowed to take them at this age. This would only apply when organising self-placements.

***Can I claim travel expenses?*** No

***What happens if my child does not get a placement in an area of interest?*** This sometimes happens. We ask all students to be open-minded. The most important thing is not the placement itself, but the experience of working in an adult environment.

***What do you need to do?*** The database will open on 1 March. Your child's tutor will give out a password in tutor time. The database can be accessed via the main Ernulf website via the student tab on the left hand side. Students will be shown this in lesson. For further information about work experience please go to the Curriculum area on the Ernulf Academy website. This can be found under Careers/Work Experience and IAG.

**What paperwork do we need from you?** Before any placement can be allocated you will need to complete and return a medical information form. This will be brought home by your son/daughter, although spare forms can be downloaded from the Careers/Work Experience and IAG webpage. The **date for returned medical forms is 27 February 2016.**

If you have any questions please do not hesitate to contact your child's tutor or to contact me directly: [rtrewin@enrulf.cambs.sch.uk](mailto:rtrewin@enrulf.cambs.sch.uk)

Yours Sincerely

A handwritten signature in black ink, appearing to be 'RT', written in a cursive style.

Mr Rob Trewin  
Work Experience Coordinator/Technology Coordinator