

ST BENEDICT'S CATHOLIC HIGH SCHOOL

incorporating

WEST CUMBRIA CATHOLIC SIXTH FORM CENTRE

ST BENEDICT'S CATHOLIC HIGH SCHOOL
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Head Teacher:
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22nd November 2023

Dear Parents and Carers

Every pupil should have first-hand experiences of the workplace to help their exploration of career opportunities and expand their networks. Experiences of the workplace give pupils the opportunity to develop essential skills and knowledge and help them to decide what they want to do in the future. We are committed to developing our pupils to be well-rounded, well-informed individuals prepared for their next steps after school. We are therefore offering an opportunity for pupils in Year 10 to participate in work experience.

Work experience week is planned for week beginning Monday 8th July 2024. Pupils have been preparing CVs and covering letters. We would like the pupils to contact employers themselves to request a placement. Once a placement is secured, please complete the form attached and return to your child's Tutor by **Thursday, 25th January 2024**. The sooner you start to look the easier it will be to secure a placement as several schools also have work experience planned for this week.

We anticipate that all pupils in Year 10 will find and undertake work experience. We use the services of Cumbria Work Experience to carry out appropriate checks and risk assessments in time for the placement. Unfortunately forms returned after the deadline will not be accepted as there is a significant amount of work to be completed to ensure the correct documentation is in place prior to the placement.

To assist in finding a placement we have access to a database of employers who have provided placements in the past at this link: <https://cumbria.work-experience.co.uk/>
The username is Stbenedictsstudent and the password is Whitehaven4*

Please encourage your child to find a placement that is related to the career that they aspire to so that they have a have a thoroughly valuable and enjoyable time.

Yours faithfully

Karen Kelso
Senior Leader Personal Development



A Registered Charity

I understand that St Benedict's School is able to support a work experience placement for my son/daughter
(Name) _____ (Tutor Group) _____ for the
week beginning 8th July 2024.

I have arranged a placement at:

Employer - Name: _____

Type of Business: _____

Employer - Address: _____

Employer - Contact number: _____

Employer - Contact email: _____

Employer - Signature: _____

Date agreed: _____

Signed: _____ **(Student)**

Signed: _____ **(Parent/Carer)**

