

# 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:  
EMMA JACKSON

13<sup>th</sup> 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 12 to participate in work experience.

Work experience is planned for Monday 8<sup>th</sup> July until Friday 12<sup>th</sup> July 2024. Pupils have been preparing CVs and covering letters in Tutor time. 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, 25<sup>th</sup> 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 12 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



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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 8<sup>th</sup> 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)**



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