

18 July 2018

Dear Parent / Carer

RE: Work Experience

Although we are currently unable to facilitate work experience placements for our Year 10 students in term time, we would like to encourage students to try to find some work experience during the holidays or on the weekends.

We believe that all students would get enormous benefit out of some interaction within a work environment as it helps them to develop new skills, build confidence, improve communication skills and establish the type of working environment they may like or dislike in the future. It also looks great on college applications in Year 11 and on future CVs.

Many previous successful work experience placements arise out of personal contacts that students have through family, friends and neighbours. Could your place of employment support your child for some work experience during the holidays?

As your son / daughter is of compulsory school age, the employer offering the placement has a legal responsibility to send you information about any significant hazards in the work place and measures taken to eliminate or minimise the risks they present to the student.

We would be grateful if you could discuss the benefits of work experience with your child and support them by in finding a placement, perhaps by using the example email / letter overleaf. Students can also speak to Mrs Brennan, Careers Adviser for any additional support or tips.

In the meantime, please do not hesitate to contact me at the Academy should you have any questions.

Yours faithfully

Mrs C Brennan
Careers Adviser

Miss C Langley
Assistant Principal – Student Experience

Sample email / letter to an employer

Dear (name of person or Sir / Madame),

Re: Request for Work Experience

I am currently a Year 10 student at The Farnley Academy and I am writing to you in the hope that you will be able to offer me a work experience placement with your company for a week during the summer holidays.

Some information about why you would like work experience with that particular company.

In my spare time, I like to (list relevant hobbies and interests) and I've also had some experience in / am a member of (list any groups / clubs / other work experience).

As an enthusiastic student, I would be very grateful to be considered for an opportunity at (company name).

I look forward to hearing from you soon.

Yours (sincerely / faithfully)