



The Henry Cort Community College

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Our ref: SAC/RJB

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Dear Parents

Year 10 Work Experience 1 – 12 July 2024

We are pleased to confirm that we are able to continue offering our two-week work experience programme to Year 10. Many schools have withdrawn this offer due to the cost and additional workload it creates but we are so convinced of the benefits that we are adamant that we will continue it for as long as possible.

There are many benefits to students gaining work experience including:

- finding out more about themselves
- finding out what inspires them
- coming up with career ideas and trying them out
- discovering their strengths, values, motivations and interests
- meeting new people and building their network of contacts
- It can also help them to rule out options, which can help to focus their career ideas.
- Demonstrating enthusiasm

In order to save parents money and to make the process more flexible, we changed the process last year and no longer use a third party company who charge £39 per student. This new process does mean that all students are going to have to put the legwork in to find a placement but that is all part of the experience. Students have been informed of the process during their PDL lessons but we would like to share it with you.

The first thing students need to do is decide what they would like to get out of their work experience placement. Do they want to experience something they are considering doing in the future? Would they like to try something completely random? Maybe they would like to try something that will support them with a skill they would like to improve or maybe just somewhere that has sparked their curiosity.

Once they have decided this, they need to create a list of companies or organisations they could contact. We have started a [database](#) that students can access if they are

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SENIOR LEADERSHIP: Mrs K Kent BA (Hons) * Mrs L Turvey LLB (Hons), MA * Mr N Carroll BSc (Hons), PGCIIP * Mr R Walker Bsc (Hons) * Mrs J Coffin, ADSBM

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logged onto Google with their Henry Cort email address. This is a work in progress. Students can contact employers by email, in person or by calling them. They can work for family or friends but we do discourage them from returning to their own primary school unless they are genuinely interested in working with children.

When an employer has agreed to take them on, all parties (student, employer and parent) need to complete the [Work Experience 2024](#) paperwork. Once all parties have completed this form, the approval procedure can begin. The sooner students get their paperwork completed the better, however, the deadline is February half term.

I am sure that you will have lots of questions regarding this process, so please don't hesitate to get in touch.

Yours sincerely



Mrs S Connochie
Transition Manager