



Tomlinscote School

October 2023

Dear Year 10 Parent/Carer,

Whilst it may feel a long way off at present, your child will be completing their work experience week in the coming June of this academic year. For information, their work experience will take place during the week beginning 17th June 2024 for the full five days.

As in previous years, the expectation is that students will source their own work experience placements by utilising connections amongst family/friends or by liaising with our work experience team for contacts. Students will then submit these details onto our work experience management platform, Grofar. Ahead of this, and in preparation, I wanted to make you aware of the process for submitting work experience placement details and notify you of the information and support available for your child leading up to this.

- Monday 22nd January 2024 (7-8 p.m.) is our 'Key Stage 4 Progression and Work Experience Evening' which will be held in the Main Hall. This is where we will 'launch' the work experience programme with you and your child and give you more guidance on what is expected and how they submit their placements etc. Whilst the work experience programme is one of the main features of this evening, please be aware that we will also be giving you information about the following:
 - How the school supports students for their post-16 progression and the programme that is in place for them, now they are in Key Stage 4
 - It is also a chance to talk to local colleges and hear about post-16 pathways as we also have Farnborough Sixth Form College, Farnborough College of Technology and ASK Apprenticeships here on this evening with a 5 min slot each to present. They will also be there from 6.30 p.m. to informally speak to students and parents as you come in ahead of the main start at 7.00 p.m.
- During the Spring 1 half term (after Christmas until the February half term), the Year 10 students have a 'work experience preparation' PSHE unit where they look at employability skills, interview skills and CV writing amongst other things. This is planned to coincide with the evening outlined above.
- For information- the deadline for work experience placement details to be submitted on the Grofar platform will be the Easter holidays 2024. This is to enable the work experience team to do all 300 site visits and health and safety checks etc.

Whilst we will not 'launch' the work experience programme until January at the evening outlined above, it would stand students in good stead if they could start to research potential placements and connections **now** before companies get inundated with requests

from other schools. We would encourage them to source connections in areas they are most interested and through utilising family/friends where possible. If students are struggling to source a placement then we, as a team, have a large data base of contacts that we have used for years and will happily pass those contact details on to students if requested. Please get in contact if this is something that I can help with.

I look forward to seeing you at the information evening in January but please feel free to contact me at the school if you have any questions regarding work experience at this point.

Yours Sincerely,

Ms H Livesey
Assistant Principal – Transition and Progression