



Head Teacher: Simon Horne

10 May 2023

Dear Parent/Carer,

Year 10 Work Experience Week, 15 -19 May 2023

As part of Friern Barnet's Careers Education, a very important event for Year 10 students is Work Experience Week (WEX). This is an excellent opportunity for students to engage in work, build their skills and consider their personal career pathway. The majority of students have taken responsibility to find a placement either privately or through those provided by Changing Education, our Work Experience partner.

**Your son / daughter will be participating on work experience next week and will be expected to arrive at their employer work place as per the arrangements agreed when they contacted them.**

During the past two weeks students have been receiving support and guidance during tutor time to ensure that they are well prepared for their first day in the workplace.

However, to support your understanding, please read these main bullet points that outline expectations and information about the work experience week.

- The majority of Year 10 students attends a workplace environment for five consecutive days.
- All students have access to a Pre-Work Experience preparation document sent as a task on Firefly.
- Students should dress appropriately for their placement and should know what to wear from the pre placement contact they have had with their employer.
- There will be no lessons in school during this week, except for a small number of students who have not secured a placement. Information for these students will be sent separately.
- During work placement each student will be allocated a member of staff who will communicate with the employer to 'check in' on progress.
- Students will be expected to keep a record in their online 'Work Experience Diary' which has been set as a task by Ms Baterip on Firefly.
- If the student is going to be absent from their placement on any day they must inform their employer first, and then the school via Student Services.
- Students will have to travel independently, at their own cost, from home to their work placement, with your support and advice. Please do make sure they have spent time planning their journey. <https://tfl.gov.uk/plan-a-journey> can help plan your journeys.

We would like to take this opportunity in thanking you for the support you have already shown towards finding a placement for your son / daughter. We are very happy that our students are able to have work experience this year and look forward to hearing about their thoughts on it when they return, when we have our post work experience de-brief and celebration.

Should you have any queries regarding Work Experience, please email Mrs M Baterip, our careers co-ordinator on [m.baterip@friern.barnet.sch.uk](mailto:m.baterip@friern.barnet.sch.uk)

Yours sincerely

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