

Dear Parent/Carer,

**Year 10 Work Experience Programme**

I am writing to inform you that we have scheduled into the school timetable the opportunity for your child to undertake work experience from **Monday 18<sup>th</sup> May to Friday 22<sup>nd</sup> May 2020**.

The main aims for work experience are for students to get a feel for the world of work, build confidence, identify their own strengths and weaknesses and improve their employability skills.

We encourage our students to find their own work experience placements if they have an interest in a particular occupation, for example, sport and leisure, media, law, finance, engineering and construction trades. We have found that such self-placements prove to be very valuable experiences. Securing their own placement ensures students have a placement ready and waiting for them. It shows their commitment because they are being proactive in finding the placement. Self-placement is tailored more to their needs and areas of interest for work experience. They know exactly where they are going, and they may already know the people they will be working with. This will help them to settle in quickly. Please note, as parents cannot absolve the school duty of care to a student any self-placements that are not signed off by the school and Wigan Council will not be accepted as a valid work experience placement.

The school is working in partnership with Wigan Council to organise our Work Experience Programme and they have a list of employers who have offered work experience placements to our school, if your child is not able to find a self-placement they will be allocated to a placement that is available, but this may not be in their preferred area of choice.

Please find enclosed some guidance on finding a work placement. The paperwork that will be required, will be sent out on the New Year, but we ask that you start to have discussions at home and begin to make some enquiries about the type of placement your child would prefer.

All students are expected to participate and the students will be briefed on the work experience process through assemblies and form periods.

Thank you in advance for your cooperation and if you have any questions, please contact Mr Darbyshire who will be coordinating this on behalf of school on either 01942727391 or [i.darbyshire@cansfield.wigan.sch.uk](mailto:i.darbyshire@cansfield.wigan.sch.uk).

Yours faithfully,

Mrs L Rothwell  
Assistant Headteacher

Headteacher: [Dr G Baker](#)  
Cansfield, Old Road, Ashton-in-Makerfield, Wigan. WN4 9TP

**Self- placement**

**Name..... Form.....**

Please provide details of the work experience placement you have sourced.

Company Name	
Contact Name	
Email address	
Telephone number	
Location	
Type of insurance held	

**School allocated placement**

**Name..... Form.....**

To help me choose please indicate the types of placement you would like e.g. school, shop, garage, vet, mechanic, office, nursery, construction, sport and leisure. hairdressing or beauty etc.

Please provide three sectors you would be interested in gaining work experience in.

Choice	Placement
1	
2	
3	

Signed parent/carer.....

Date.....