



THOMAS MILLS HIGH SCHOOL

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October 2022

Dear Parents of Year 10 Students,

Work Experience 26th June-7th July 2023

Work Experience is an introduction to, and useful preparation for, life in the working world. Students have the opportunity to develop many new skills and qualities as well as it being a very enjoyable and popular activity. Not only is it a valuable part of their education, it is a source of career information and supports future job applications and CVs.

This year, students will need to follow an online 'Placement Information' form, which is available via a QR code in their tutor bases, or a link sent to student's school email addresses. The process has been explained to them in assembly and all information and supporting documents are also available from the Careers Library. It is important that all students submit their placement information to me by **Friday 6th January 2023**. Finding a suitable placement can be time consuming and therefore students must begin the process early to avoid disappointment, and reapply if their first choice is unsuccessful. We invite parents to help and support students with their placements, but we would ask that students are encouraged to carry out the process independently.

We will be holding a Careers Fair on **Thursday 13th October 2022 at 5-7.30pm** where students will be able to meet employers and gain ideas and contacts for potential work experience placements. The school also holds a list of placements which students are welcome to look at, and personal contacts are also acceptable. However, please be aware that all placements are subject to approval and agreement by the school and with parental consent. All placements carry different levels of Health & Safety risk and placements which the school deem to carry a high risk may be unsuitable for students. All potential companies will be asked to confirm they hold Public Liability and Employers Liability Insurances. The school will monitor all placements and be available throughout the period to deal with any problems which may occasionally arise.

The school will not discuss students' personal details with employers, but we would advise parents to raise any concerns regarding your child and their individual needs directly with the employer. By informing them of any additional needs or medical concerns, they are able to develop a work experience programme which is suitable for each student.

Please complete the form attached by **Friday 14th October 2022** to give your consent to your student taking part in Work Experience 2023. <https://forms.office.com/r/adV7SZRgB0>

If you have any questions concerning work experience or the application process, please do not hesitate to contact me.

Yours sincerely,

Emily Bull

Work Experience Co-ordinator

Workexperience@thomasmills.suffolk.sch.uk



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