

25 September 2018

Dear Parent/Carer

### Year 10 Work Experience

I am writing to inform you that your son/daughter will, in year 10, be undertaking a block of Work Experience from **Monday 1st April 2019 – Friday 5th April 2019**. I would like to invite you to a short meeting on **Monday 8 October** at Strood Academy from 6pm to 6.45pm where I can talk to you about this Work Experience and give you some guidance to ensure it runs smoothly for your son/daughter.

Many students and parents organise their own placements in areas of work that they have an interest in or through existing contacts. This has proved a popular choice in the past.

When an own placement is arranged it means there are set protocols the Academy must adhere to in terms of health and safety. Therefore, we set a cut-off date for all information about the own placement to be submitted by.

We have two categories of own placement. Those within the Kent area have a cut-off date **14 January 2019** and those beyond, for example London, have an earlier cut-off date of **19 November 2018**.

I would like to take this opportunity to encourage you and your son/daughter to think about this option well in advance. You **do not** have to organise your own placement, however many students and parents find this route ensures a more appropriate placement and a better experience.

If an 'own placement' is not an option, we work with Medway Educational Business Partnership who have a large database of opportunities in and around the Medway towns that can be selected in order of preference. These placements will be available to view and choose from **14th January 2019**. These placements are given out on a first come/first serve basis and all choices are made on the <http://medway.learnaboutwork.org/> website. This is not open for use at the moment, however every student will receive a PIN number to access it very soon.

Over the years, Work Experience has proven a valuable tool to contextualise learning and help young people to make informed decisions about their future preferences in both education and work life.

Thank you for your support in this matter.  
Yours sincerely



**Mr G Matthews**  
Assistant Principal