



# Brine Leas Sixth Form

An Academy

Believe, Learn, Succeed

21<sup>st</sup> May 2018

TO: PARENTS/GUARDIANS OF YEAR 13 STUDENTS IN SEPTEMBER 2018

Dear Parent/Guardian

Since September 2013, work experience has formed an integral part of the 16-19 Study Programmes resulting in the expectation that schools and colleges will encourage students to undertake high quality and meaningful work experience; this gives students a valuable experience of the work environment and allows them to develop their employability skills.

Your son/daughter will be required to arrange a 3 day work experience placement from Monday 22<sup>nd</sup> October 2018 to Wednesday 24<sup>th</sup> October 2018. Formal teaching will be suspended for these three days to allow the students to embrace this opportunity without missing integral course content. There is an expectation that the placement each student finds is relevant to their current academic studies and/or their intended career pathway, therefore, students must be prepared to travel.

This work experience period will coincide with the Year 11 work experience being undertaken by Brine Leas School students. This is another reason for students to look further afield for their placement, as local providers are less likely to be able to assist. We strongly recommend that students make use of contacts within their family and/or friends, or current volunteering facilitators to secure a work experience position.

Work experience will form part of any reference that we, as an institution, provide for your son/daughter. This may be in the form of a UCAS reference or as a reference to a future employer or apprenticeship provider and therefore it is crucial that students embrace this opportunity to gain experience, develop transferable skills and increase their understanding of a working environment that is relevant to them. Failing to complete relevant work experience may put your son/daughter at a disadvantage when their applications are considered.

Students are expected to submit a copy of their work experience form (please see attached) upon their return to Year 13 in September. It is anticipated that students should use the summer months to acquire their placement and ensure that the work experience form is completed in full.

For students who will be in receipt of the BL6 Bursary Fund, there may be some funds available to assist with travel expenses during the work experience placement; all enquiries should be referred to the BL6 Bursary Panel in September 2018.

Yours faithfully

**Mrs H Bailey**  
Year 12 Progress Manager

Head of Sixth Form:  
Miss C Lewis

Headteacher:  
Mr Andrew Cliffe

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