



# WESTON FAVELL ACADEMY

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**To the Parents/Guardian of:**

## **Year 12 Work Experience July 2017**

Dear Parent/Carer,

I am writing to inform you of the compulsory Year 12 work experience taking place in July as highlighted to our sixth form students on their taster days in July. Year 12 students will be released from the normal school timetable from **Monday 3<sup>rd</sup> July until Friday 7<sup>th</sup> July**. The purpose of this scheme is to provide a realistic and relevant insight into the world of work and provide valuable experience for personal statements and CVs as well as prepare students more effectively for their lives beyond Weston Favell Academy. In seeking a placement, students should consider carefully their future career ambitions as universities and employers increasingly require candidates to have built up a portfolio of work experience which is relevant to their chosen course or employment.

As part of the learning experience, we expect students in consultation with parents/carers, to arrange a suitable work placement. If your son/daughter experiences difficulty in sourcing a placement, they can contact Miss S Heron, the school's work experience co-ordinator. Miss Heron has built up a database of contacts from previous years and she may be able to put your son/daughter in touch with a prospective employer, or give further advice and suggestions.

The deadline for your son/daughter to have a placement in place is **Monday 6<sup>th</sup> March 2017**. It is very difficult to organise a placement at the last minute and therefore it is imperative that the necessary arrangements are made well in advance.

Once an employer has confirmed they are able to offer work experience to your son/daughter, please ask them to complete the **Employment Details Form** (attached). It is very important that Public Liability & Employers Liability insurance policy numbers are ascertained as we cannot allow the work experience to proceed without this information. The form should then be returned to your son/daughter's form tutor, along with the completed Parent Consent form.

Placements should not be with employers for whom the student already works and students will be expected to behave and dress in an appropriate manner and make their own transport and lunch arrangements. Finally, we expect all students to have returned their completed paperwork to their form tutor by **Monday 6<sup>th</sup> March 2017**. Should you require any further information, please do not hesitate to contact me.

We look forward to working with you to ensure that Year 12 Work Experience is a success and thank you in advance for your support.

Yours sincerely

**Sophie Heron**  
Work Experience Co-Ordinator