



SPECIALIST
TECHNOLOGY
SCHOOL

Chipping Sodbury School

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Headteacher: Gareth Millington

2 October 2015

Dear Parent

Work Experience Week: 11th July - 15th July 2016

Ambitions Event: 20th October 2015 4.30 -8.00 pm UWE Conference Centre

Every year, Year 10 students at Chipping Sodbury School undertake a week of work experience. In previous years students have attended a wide range of placements including local primary schools, veterinary practices, architects, solicitors, hospitals and many more.

The student spends the week with an employer of their choice and carries out a range of jobs as directed by the employer. It is essentially like having a 'real job' for a week. It is a preparation for what all students will face when they leave full-time education. In order for the school to run work experience, there is a charge of **£15 per student**. This payment is an administration fee to cover the increasing costs of running work experience. Payments need to be made via Parentpay.

Students are encouraged to find their own placements according to their interests and future career aspirations. We advise students to contact prospective placements by phone or letter. However, many organisations do ask for a formal letter requesting a placement. For help with writing a letter please see the attached template. This is also available on the OSCAR VLE under the careers folder.

The Ambitions event is an opportunity for students and parents from South Gloucestershire schools to talk to national and local employers, universities, colleges, training providers and voluntary organisations about opportunities for the future. There is also the opportunity to discuss career plans with professional advisers at the event. It takes place from 4.30pm until 8.00pm at the UWE exhibition and Conference Centre on October 20th 2015. There is no need to book.

Yours sincerely

H Kenyon

Miss H Kenyon
Assistant Headteacher

Enclosures:

- Work Experience Form
(must be completed by employer before returning)
- Medical Form
(to be completed by parents once students have found a placement)
- Sample application letter
- Information for parents
- Ambitions flyer

Deputy Headteachers: David Hinkins, Katherine Turner.
Assistant Headteachers: Hannah Kenyon, Hetty Blackmore.
Business Manager: Richard Blacker



committed to learning