



16th October 2019

Dear Parents and Guardians

Re: Work Experience for The Holt School Sixth Formers 7th – 10th July 2020

As part of The Holt's commitment to giving our students first-hand experience of workplaces, all Year 12 students will undertake a work experience placement for four days from Tuesday 7th – Friday 10th July 2020 inclusive.

Work experience will help your daughter/son

- Gain an insight into the 'soft' employability skills that employers look for when assessing young people for employability
- Take on opportunities to develop these skills following their work experience
- Gain an insight into particular professions to help them make informed post 18 choices when deciding what course to study at university or when applying for an apprenticeship.
- Strengthen their applications to university or for an apprenticeship.

If you or your daughter already have contacts within a sector in which she would like to gain experience, it may be advantageous for you to arrange the placement yourselves for the dates given above. If you are able to do so, please complete the attached form 'Year 12 The Holt School Sixth Form Work Experience Parent and Student Agreement'. We will then contact the employer to confirm the placement. This needs to be completed and then given to Mrs Hart in the Careers Office by **Monday 6th January 2020**.

Some of our Year 12 students may not have contacts in the sector in which they wish to do their work experience, and will need the school's assistance in finding a suitable placement. In this case, please complete the attached form 'Year 12 The Holt School Sixth Form Work Experience Request Form'. This should be completed and given to Mrs Hart in the Careers Office by **Monday 6th January 2020**.

Every effort is taken find a suitable placement around the student's areas of interest. However, I must make you aware that my resources are limited, and this is not always possible.

We are keen to build up a database of employers who are willing to take on a sixth former for work experience for one to four days, or if in the voluntary sector, for a 'block' placement of one to two hours a week over a longer period of time. If you or your employer are able to provide a place suitable for one or more of our students, please complete the survey using the link below. We will then be in contact to confirm the placement.

[Year 12 WEX Placement Survey - 2019-2020](#)

If you have any queries regarding our Year 12 work experience opportunities, please do not hesitate to contact me by email.

Yours sincerely

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Careers Lead
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