

18th May 2023

Dear Parent/Carer,

**Year 12 Work Experience Week commencing Monday 3rd July 2023**

This is a reminder that all the documentation for your son/daughter's work experience is now overdue and needs to be completed and returned asap. Work experience for year 12 students is compulsory and is a part of the sixth form course. This of course does not include those students who have already found a placement.

Finding work experience can be difficult, but before your child starts trawling the internet, they can try to utilise the contacts and networks that they already have such as family, friends, colleagues and previous employers to see if they know of an opportunity. While not always fruitful, they may get lucky, or they may know someone at a company of interest and pass on their contact details.

If this doesn't work out, they can use social media sites such as **Twitter** and **LinkedIn** to keep up to date with what companies are doing and, in some cases, connect directly with employers.

I would also advise them that it is better to address their application for work experience to a named person, rather than blanket emailing lots of organisations. Someone in HR or recruitment will usually be the contact, but to be sure that your son/daughter's email is going to the right person, phone the company and ask for a name and contact details. If all they can find is a generic company email address, send them a message politely asking for the contact details of the recruitment team.

As I mentioned previously, work experience is a valuable opportunity to learn new skills and develop them in a work based context. The two weeks are not aimed at training for a specific career, although ideally it will involve an area of potential career interest. Fundamentally it is a time for our students to be motivated, challenged and to gain an insight into the world of work. All employers value staff who are enthusiastic, reliable, able to take the initiative, get on with others and are willing to learn. The work placement will provide personal experience of these important qualities.

If you have any queries, please contact me on [amanda.unger@cleevepark-tkat.org](mailto:amanda.unger@cleevepark-tkat.org) or via the school office.

[Pre-Placement Form](#)

[Parent/Carer Consent Form](#)

[Emergency Contact Form](#)

Yours sincerely

*A. Unger*

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