

October 2007

Dear Parents

### **WORK EXPERIENCE FOR YEAR 10 STUDENTS**

It is intended that all students in Year 10 will receive, as part of their education, a period of work experience from **Monday 7th July - Friday 11th July 2008**.

The aim is to provide pupils with an insight into the world of work, its disciplines and relationships as part of a planned programme of careers and work related education.

Work Experience has been a successful venture for many years as a result of the co-operation of employers, the staff of this school, parents, and the students. Cowbridge School hopes to provide quality placements.

To begin this process, we would like to know the kind of work experience your son or daughter would like.

1. Your son/daughter may choose a placement through the Careers Wales Work Experience Database, which can be accessed via the internet either in school or at home.
2. It is possible for parents to find a placement for your son/daughter through a personal contact. If you do have a contact please complete the DETAILS OF WORK PLACEMENT reply slip.

**Students will be expected to make a realistic choice of work experience.**

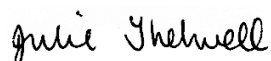
The task of finding suitable places is not always an easy one. We have already established good contacts with the local business community but we are always looking for new contacts.

No student will be allowed to take up a placement without the appropriate paperwork, in order to guarantee the safety of your son or daughter.

**Please return forms by Friday 23<sup>rd</sup> November to Mrs J Thelwell in the Careers room. Failure to do so may jeopardise your son's/ daughter's work experience placement.**

Please do not hesitate to contact me if you wish to discuss this further.

Yours faithfully



J. Thelwell  
Work Experience Co-ordinator