



Eden Girls

29 January 2024/17 Rajab 1445

Assalaamu Alaikum – ‘Peace be upon you’

RE: Work Experience

Dear Parents/ Guardians

This year, Year 10 students will be taking part in a Work Experience Week, which will take place in the week of 15 to 19 July 2024. This coincides with the rest of the school taking part in Activities Week, this is to reduce the impact on learning time. This may sound a long time ahead, but the months will pass quickly, and work experience placements can take some time to arrange.

Work Experience Week is an important part of learning about the transition into working life and a key element of our school's Careers Education Programme, and therefore all pupils are expected to take part. Students will have the chance to go to a place of employment for 5 days, learning what employers look for and what it is like as an adult in the workplace. At the same time, they will build experience that they will be able to show on their future CV and talk about in post 16 and job interviews.

As the week is during term time, school has a duty of care for the students, so all placements must undergo a health, safety and insurance check before the student can participate. The checks are completed by qualified assessors and all placements will be checked and authorised by the school.

It is your daughter's responsibility to organise a place to complete work experience and will need to contact local employers to seek a placement for the week. It may be that parents/ carers or wider family are able to support in finding this placement. Once obtained, all details should be inputted on the work experience app, ConnectED – Careers Manager which each student has already been given the log in details for.

All placement details need to be **submitted by Friday 1 March** in order for risk assessments and health and safety plans to be completed.

If you have any questions about work experience, please contact Mrs Novsarka.

Yours faithfully,

Zubair Khalifa
(Assistant Principal)

