THE LANGLEY ACADEMY

CURIOSITY | EXPLORATION | DISCOVERY

15 October 2015

Dear Parents/Carers

The Langley Academy is participating in the Pre-16 Work Experience Programme in conjunction with 'Learning to Work'. This programme is for all Year 10 students and will take place from **Monday 7 March to Friday 11 March 2016**. Students will also have a 'Skills for Life' morning on Friday 5 February 2016 to help fully prepare them for work experience.

Each student will have an individual interview with a member of 'Learning to Work' to discuss suitable placements, these discussions will be based on the information given on their application form. The interviews will take place after half term.

Please note that the aim of the programme is to provide your son/daughter with an opportunity to experience the world of work and develop transferable skills, and that their placement is not necessarily going to reflect their future career plans. Students are expected to complete their full five days at their placement unless there are exceptional circumstances preventing this, in which case the Academy and employer must be notified for safeguarding purposes.

Please can you ensure the attached application form is completed fully and signed by both parent/carer and student. The forms need to be returned to Ms Turner via the collection box in the Careers Area **by Friday 23 October 2015.**

Students can organise their own placement with organisations where they have a contact, ie, parent/carer, friend or relation. An Own Placement form must be completed and returned to Ms Turner **by 30 November 2015.** Forms can be collected from Ms Turner in the Admin Office. Please don't 'cold call' local companies; Learning to Work will contact companies on behalf of students.

I would like to thank you for your support in this programme and if you have any queries or concerns, please do not hesitate to contact me on my direct line 01753 214463.

Yours faithfully

Ruth Turner

Careers Officer

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