



24<sup>th</sup> January 2022

Dear Parent/Carer

**Re: Year 10 Work Experience**

I am writing to let you know that the format of our Work Experience Evening is a little different this year due to ongoing COVID restrictions and advice. On Thursday 27<sup>th</sup> January we will upload a narrated presentation from MPLOY for you to watch with your child. This will explain how the process will work along with information about the benefits of taking part in work experience and sourcing your own placement.

On Friday 28<sup>th</sup> January, Form Tutors will give pupils two forms. The first is a work experience agreement form which needs to be completed by **all** pupils and parents/carers. The second is a self placement form for anyone wishing to secure their own placement. The deadline for these forms to be handed in, is Friday 25<sup>th</sup> March. Forms should be returned to me in CS14 (not given to Form Tutors or handed in to the office).

There is an online system called MAPS that pupils need to register with but this will be done during school time.

The dates for work experience are Thursday 14<sup>th</sup> July to Wednesday 20<sup>th</sup> July and it is important to note that these dates cannot be changed.

Please do not hesitate to contact me if you have any additional questions or require further information.

[d.rarity@stjamesheadle.co.uk](mailto:d.rarity@stjamesheadle.co.uk)

Yours faithfully

*DRarity*

Mrs Dominique Rarity  
Director of Creative Technology and Personal Development