

Friday 29th January 2021

Dear Parent/Carer,

Year 12 Virtual Work Experience Day

I am pleased to inform you that your child will be taking part in virtual work experience in February.

Work experience is a **compulsory** part of your child's education, with the government guidance stating that "every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks".

Due to current circumstances, the work experience week will run differently to previous years however, we are delighted that we are able to offer this opportunity to our students via a virtual platform. Education Business Partnership will be hosting the work experience week which will be run as industry themed days. Examples of sessions that will happen on the day include: Interview tasks, workplace tasks, volunteer engagement amongst others.

Your child will attend the session from home, on google classroom; a member of staff will be supervising the session at all times. Students have been arranged into groups and will only attend one of the industry theme days. **For the remaining four days in the week, students must attend their usual timetabled live lessons.**

When joining the session students must keep the points detailed below in mind.

- **Attendance and punctuality** is very important. Join the session a few minutes before it is due to start to make sure everything starts smoothly. Also, return from your break and lunch promptly
- You must have your **webcam turned on**. Have a **neutral background** free of identifiable objects
- **Dress smart/casual**. Treat this as if it is a business meeting
- The **chat function should be used responsibly**
- **Do not take photos, screenshots or videos** of the session
- **Email a member of the sixth form team** immediately if anything worries or concerns you

Your child will receive an email with information on their allocated work experience day by the end of next week. The Education Business Partnership will also be sharing further information on the organisations involved, what the day will involve and how to join the google classroom. **Your child must keep a close eye on their email.**

Industry Theme	Date of Work Experience
Business, Finance and Law (Group 1)	Monday 22 nd February, 9am-3.30pm
Business, Finance and Law (Group 2)	Tuesday 23 rd February, 9am-3.30pm
Construction and Engineering	Wednesday 24 th February, 9am-3.30pm
Creative Media	Thursday 25 th February, 9am-3.30pm
Technology	Friday 26 th February, 9am-3.30pm

Failure to virtually attend the allocated work experience day will be treated as an unauthorised absence and the school's attendance procedures will be followed.

St Paul's Way Trust School, 125 St Paul's Way, London, E3 4FT - Web: www.spwt.net - Telephone: 020 7987 1883 - Email: school@spwt.net



If you have any questions on the information provided above, please do not hesitate to contact me.

Yours faithfully,



Kawtar El Ouaraini

Careers Education and Guidance Manager

Email: kawtarelouaraini@spwt.net

Phone: 020 7987 1883 ext. 1131