

Wednesday 1st February 2023

Dear Parent/Carer,

Year 12 Virtual Work Experience

I am pleased to inform you that your child will be taking part in a virtual work experience day this month. The Switch will be hosting the virtual work experience which will be run as industry themed days. Examples of sessions that will happen on the day include: workplace tasks, a group project and a Q&A with business professionals.

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". Although virtual, your child will have the opportunity to accumulate a range of transferable skills that they can transfer into their chosen career and include on their CV.

Your child will attend the work experience day from school, 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 lessons.** Your child will receive a separate letter with their allocated work experience day.

Industry Theme	Date of Work Experience
Business & Finance	Tuesday 28th February
IT & Technology	Wednesday 1st March
Construction, Engineering & Architecture	Thursday 2nd March

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

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

Yours faithfully,



Kawtar El Ouaraini
Careers Education and Guidance Manager
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