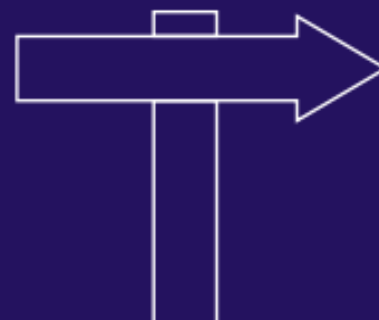




# Work Experience 2022

## Warlingham School and Sixth Form College

20<sup>th</sup> October 2021



Dear Parent and Carers,

### Year 10 Work Experience 2022

We are delighted to announce that Work Experience (WEX) is back! All students in Year 10 will take part in compulsory Work Experience from **Monday 4<sup>th</sup> July to Friday 15<sup>th</sup> July 2022**.

We are working in collaboration with Changing Education to provide your child with this exciting opportunity. We believe that work experience plays an important role in a student's careers education and guidance. For some, it's their first introduction to the World of Work and provides an opportunity to showcase and develop their key employability skills. It also enables students to network with potential future employers whilst enhancing students' wellbeing.

During assembly this morning your child has been informed about this event and we have introduced them to the ConnectED app, which will be the main tool to plan and organise their work experience placement. You will find attached to this email a document that outlines how you can support your child to make the best use of this app.

### Key dates for your diary:

1. Students to have downloaded the app by: **Monday 1<sup>st</sup> November 2021** and logged in using their unique QR code which has been emailed to their school email account.
2. Students to have found their own placement by **Monday 31<sup>st</sup> January 2022**.

Each student will be expected to arrange their own placement and work the normal working hours of the company or organisation for the duration of the placement, unless prohibited by the constraint of a previously arranged appointment (medical etc) or genuine illness. In these circumstances the students should inform the Employer at the beginning of the placement.

For any students planning to carry out their placement with parents or carers, we have attached a waiver form to this letter which overrides the need for a risk assessment. This will need to be filled out and sent to [riskassessment@changingeducation.co.uk](mailto:riskassessment@changingeducation.co.uk).

Once your child has found their own placement, they need to input the placement details into the 'ConnectED' app. This will allow the school to verify the placement provider so that Changing



Education can begin facilitating the risk assessment process. Students are also encouraged to engage with numerous key pre-placement resources via the app to ready themselves for their placement and reflect upon the development of their skills.

If you need further information or help and support with the app, please contact Mrs. Langley or Mr. Weston. Furthermore, if your child needs help or support to find a placement or does not have smart phone access again, please contact Mrs. Langley or Mr. Weston.

warlinghamwex@warlinghamtlt.co.uk

Yours faithfully,

Mrs. Langley  
Careers Leader

Mr. Weston  
Head of Year 10

**Previous WEX placements:**

The Army      The Arc      McLaren      CPFC Foundation  
 Co-op      Financial Times      Marks & Spencer  
 MOD      Gatwick Airport      The Brit Oval  
 Vets      McMillan Williams      House of Commons  
 Ridge Radio      National Trust      Barclays Bank  
 Beaver Zoological Gardens & Reptile Rescue.      Mothercare  
 Jet Aviation (UK)      Sainsbury's  
 OFGEM      Towergate Riskline      London Underground  
 HMRC      JPMorgan      Caterham Galleries  
 Victoria and Albert Museum      Scream Studios      UKBA      Virgin Airlines  
 Morrisons      Waitrose      Touche Hairdressers      Helena Fortley Bridal