



Midhurst Rother College

The best in everyone™

Part of United Learning

21 September 2022

Dear Parent/Carer,

YEAR 10 WORK EXPERIENCE – 10 - 14 July 2023

In Year 10, students have the exciting opportunity to take part in the College Work Experience programme which introduces them to working life, develops confidence and may help to guide their career choices. The highlight of the programme is the week when students spend their time in real workplaces, which will take place from **Monday 10 July to Friday 14 July 2023 inclusive**.

It is important that students decide as early as possible about the type of placement they would like to experience. We hope that you will take this opportunity to discuss what is involved with your child and consider the possibilities within your locality or within a company familiar to you. Placements can be with family, friends or any local business if they have employer's liability insurance. The most successful placements are the ones students have found themselves or with the help of parents/carers. The best approach is to contact potential placements in person or via telephone, emails tend to go unanswered. For most students of this age, experience of working life is as important as sampling the job they eventually hope to do. Even though the placement is not until July it is definitely worth asking about places now!

The College takes the safety of students whilst on work experience very seriously. We partner with an Education Business Partnership to risk assess and evaluate placements. This does incur external costs to the College, and we therefore ask that a voluntary donation of £15 is given towards covering the administration cost of assessing the suitability of placements. With this letter you will find a Work Experience Placement Application Form. I would be grateful if you and your child could complete this and return to college for the attention of Ms Jones (in student reception) once a placement has been found and agreed (should you need a printed copy, please ask your child to see Ms Jones who can provide them with one).

A prompt response is requested as all placements need to be risk assessed and approved by the College. Please return your form by **Friday 21 October 2023**. Please make your contribution via the online payment system using the following link: <https://www.scopay.com/midhurst?redirect=true>. If you require support with the online process, please contact Hannah Clayton on finance@mrc-academy.org. If you do not have access to the internet, please make cheques payable to 'Midhurst Rother College'.

Thank you in advance for your support in advising your child and completing the necessary paperwork. If you have any questions, please do not hesitate to contact our Careers Administrator at samantha.jones@mrc-academy.org.

Yours sincerely

Mr Roger Burton
Assistant Principal Key Stage 5 & Careers Guidance

Principal: Stuart Edwards

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