



SECAT

SHOEBURYNNESS HIGH SCHOOL

 Caulfield Road, Shoeburyness, Essex, SS3 9LL  01702 292 286
 www.shoeburyness.secat.co.uk  office@shoeburyness.secat.co.uk

Headteacher: Mrs Teri-Leigh Jones

Dear parents/guardians

In the week of the **5th to the 9th of June 2023**, our year 12 students will have the opportunity to undertake external work experience (this is the week after the May half term).

Students were informed in their assembly last week by our Work Experience Administrator **Mrs Wood** and our Careers Lead, **Mrs Fanning** that it is their responsibility to find a placement and that it should link up with an area of interest for employment after Sixth Form. It was explained that they should not expect to be paid for work experience but use it as an opportunity to have something evident on their CVs and perhaps be able to gain a reference in a particular industry. This is something that would be looked favourably upon on a UCAS application or by those hiring apprentices. Work experience gives students the experience of finding a job and encourages independence and confidence.

Whilst travel will not be funded by the school, students who receive the 16-19 Bursary may get in touch with **Mr Smith** to see if additional financial support might be available.

Forms will be available for students to collect from myself and the deadline for their return is the **21st of April**. There are four forms in total; it is important that students have the initial Self-Placement form, Medical Consent form and Data Protection Waiver before completing the Final Agreement form. Some students over 16 may also require a DBS check for some workplace settings.

Please note that for students undertaking GCSE Maths/English re-sit papers in this week, exams will take precedence.

For more information, please refer to the school website or get in touch with myself, as I will be working with our careers team to support.

Regards,

Miss Katie Spinks

Head of Year 12

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