



The Rowans AP Academy
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Kindness

Commitment

Resilience

24th September 2024

Dear Parent/ Carer

Re: Work Experience

I am delighted to share with you that we have organised for all year 10 pupils to go on work experience for the last week of term 1. Their placement will be for the whole week and provides an excellent opportunity for your son/daughter to experience the work place and gain an understanding of what it's like to work within their chosen industry.

Your child will be starting a one-week work experience placement on Monday 14th October to Friday 18th October 2024. A member of staff from The Rowans will visit your child at the workplace once during the placement and regular phone calls will also be made to the employers to check attendance, punctuality and progress.

Please find enclosed the job description and details of your child's work placement. Please ensure your child is familiar with all the necessary requirements of their job role before they begin their placement (uniform, lunch arrangements, location, days and times of working etc).

Please also ensure that both you and your child sign the combined agreement attached and return the form to the school office.

We have put considerable time, resources and funding into securing work placements for pupils and would politely request that you speak with your child and impress upon them the importance of engaging with the process and trying their best. We accept that for some pupils, they will be anxious about going somewhere new and meeting new people. We are here to support them and request that you do the same by preparing them as much possible.

It is your child's responsibility to ensure that they are appropriately dressed as required, attend each day and arrive to their work placement on time for the whole week. It is also your child's responsibility to ensure that they make their own travel arrangements to and from their work placement each day. We are not able to provide lifts.

As always, we expect pupils to model our core values of kindness, commitment and resilience when out in the community. We are proud that your child is a member of The Rowans AP Academy and want them to also be proud and represent the school appropriately.

I wish your child every success with their work placement and hope they makes the most of this valuable experience. If there are any problems, please do not hesitate to contact me.

Yours sincerely

Mr Ketcher



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