



The Rowans AP Academy  
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*Kindness*

*Commitment*

*Resilience*

30<sup>th</sup> June 2023

Dear Parents and Carers,

**Re: Work Experience**

We are beginning to organise for all year 10 pupils and for pupils in Year 11 studying Child Development, to go out on work experience during the last week of term 1. Their place will be for the whole week and provides an excellent opportunity for them to experience life in the working world.

Your child will be starting a one-week work experience placement on Monday 16<sup>th</sup> October to Friday 20<sup>th</sup> October 2022. A member of staff from The Rowans will visit your child's workplace once during the placement. In addition, regular phone calls will be made to the employers to check attendance, progress and discuss any concerns.

Due to increasing costs with our work experience provider we are asking for a **£10 contribution** towards the cost of the placement. Please make this payment by via the School Gateway app by Wednesday 6<sup>th</sup> September 2023.

We will be discussing possible placements with your child in the next two weeks and then completing application forms by the end of this term so placements can be organised over the school summer holidays. You will be sent a job description and details of your child's work placement from the Medway Education Business Partnership, in term 1, before the placement is due to commence. Please ensure your child is familiar with all the necessary requirements of their job role before they begin their placement (uniform, lunch arrangements, days and times of working etc). We will ask you to sign and return the agreement. **Please note that during work experience week 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.** As always, we expect pupils to model our core values of kindness, commitment and resilience when out in the community.

**If you, a friend or family member have a possible work experience placement you could offer** please contact myself using the following email [Lee.ketcher@therowansap.co.uk](mailto:Lee.ketcher@therowansap.co.uk) or phone the school office on 01634 338803.

I wish your child every success with the 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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