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Dear Parent/Carer

30th September 2024

Work Experience Week

As you may be aware here at Ormiston Maritime academy we are committed to ensuring our students leave our Academy following their GCSE's equipped and ready for further education and employment.

This year students will be participating in a range of activities including dedicated activities during national careers week, national apprenticeship week and Learning 4 Life. This will enable them to receive guidance in writing a C.V. and personal statement which will benefit them when it comes to applying for colleges, apprenticeships or sixth form.

As part of this commitment, all students in Year 10 are to attend a full week of work experience. This is a valuable encounter that provides students with a real experience and invaluable skills they can then include on their C.V. This does help with college applications and apprenticeships.

In the first instance it is strongly advised that students find their own work experience placement, so that it will be in an area of interest for them. However, help in finding a placement will be available should it be needed.

Please note that the placement **must** hold Employers Liability Insurance, as this is required in order to confirm a placement. Students have been given a self-canvassing form that must be completed and signed by the employer and parent/carers. This enables our Careers Advisor to complete the necessary checks prior to the work experience week. However, in case this has been misplaced a form can be collected from Miss Thornton.

The Academy is in a position to assist with work experience placements and any student not finding a placement will be able to select one from our limited database. Students can speak to Miss Thornton to discuss what placements are available. Although we may not be able to find a specific placement in their area of interest, every effort will be made to do so.

An enhanced health and safety check will take place allowing for the most fulfilling work experience. It is therefore essential that the parental consent form is completed, stating any medical or special educational need which may impact on your child's placement which we will pass onto the employer.

The week of 7th - 11th July 2025 has been set aside for Year 10 to complete work experience.
The deadline for handing in the work experience forms is Friday 4th April 2025



Advance notice

Over the coming months students will be given access to Lincs2 a platform in which they can apply for colleges/courses. Students will be given guidance on how to access the site and support in applying but it is a good time to start thinking about post-16 options.

If you have any queries or concerns, please do not hesitate to contact me at the Academy.

Yours faithfully

A handwritten signature in black ink, appearing to read 'V Thornton', written in a cursive style.

Miss V Thornton
Careers Advisor