

YEAR 10 WORK EXPERIENCE

Timetable of Dates

Parental letter issued	July 2009
Work Experience pack issued	September 2009
Parental consent slips returned, via form tutors to Mrs Woodman	No later than 30 September 2009
Application forms with completed work placement ideas returned, via form tutors to Mrs Woodman	No later than 23 October 2009
Mrs Woodman/Mrs Hurst to confirm placements with employers	November/December 2009/January 2010
Learning for Life – Work Experience Preparation 1 – Rights and Responsibilities	
Work experience agreement forms produced and given to students for signature by themselves and parents	No later than 31 January 2010
Signed work experience agreement forms returned, via form tutors to Mrs Woodman	No later than 28 February 2010
Students to make contact with employers to check final details and arrange pre-placement visit if required	Week commencing 1 March 2010
Learning for Life – Work Experience Preparation 2 – Expectations	
Lessons 1 - 4 – Work Experience Preparation 3 - Health & Safety at Work and Booklets ARRANGEMENTS WILL BE MADE FOR STUDENTS WHO ARE ABSENT FOR THIS SESSION TO RECEIVE THE HEALTH & SAFETY INFORMATION BEFORE THEY START THEIR PLACEMENT	
Work Experience	22-26 March 2010
Learning for Life - Work Experience Debrief 1	
Learning for Life - Work Experience Debrief 2	