



**PEMBROKE**  
A PRIORY ACADEMY

1<sup>st</sup> March 2023

Dear Parent/carer

**This week we have launched Work experience with year 10.**

Students have had an assembly and have been given a leaflet to explain how to find a placement. Work experience will take place on Tuesday 11<sup>th</sup> July, Wednesday 12<sup>th</sup> July and Thursday 13<sup>th</sup> July. With the option of visiting the workplace on Monday 10<sup>th</sup> July from 1.00pm.

Some students may want to visit a relative's work place, others may want to try something completely different. I will be running workshops in form time to write CV and cover letters with Year 10 so they can contact employers. The majority of students in year 10 will also have a careers interview to help them decide which area of work they would like to experience.

I wanted to take the opportunity to outline some of the procedures we have in place to ensure their time out of the academy is successful:

The academy will share relevant information with the employer in order to keep your child safe. This will include any necessary information about safeguarding, medical conditions and SEND. Please be assured that the academy will only share information that is relevant for the placement. If your child's medical information has changed and you have not informed the academy, please can I ask that you contact student reception at the academy before the placement to ensure that we have the most up-to-date information. Equally, if you would like to talk to staff about what information is being shared, then please contact Mrs Garner at the academy.

If, for whatever reason there is a day when your child is unable to attend their placement, you must follow the normal academy absence procedures and inform us. I ask that you do this as soon as possible (ideally before the start of the academy day), as the academy will then notify the employer. Given the value of the placement for the child and the work that goes into organising it, I ask that you refrain from booking appointments for them during this time, so that they are able to get as much from the placement as possible.

During the placement, should you wish to discuss anything, please do not hesitate to contact me at the academy.

Kind Regards

**Miss H Romain**  
**Careers and Future You Co-ordinator.**

**Headteacher:** Mr S Evans

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The Priory Pembroke Academy is part of The Priory Federation of Academies Trust. For further information please contact:

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