



**STOUR VALLEY**  
— COMMUNITY SCHOOL —

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Headteacher Mrs Rachel Kelly BA (Hons)

Dear Parents and Carers

1 October 2024

During assembly today we have launched work experience with our Year 10 students. This is an important opportunity for them to not only experience a place of work, but also to see what it is like to look for and apply for employment.

I have asked students to give thought to finding an opportunity which will be valuable to them and advised that they begin looking immediately. As other schools are likely to be on work experience at the same time, the sooner our students contact potential employers the higher the chance they will be successful in securing a placement.

Please see below the timeline for work experience we will be following this year:

**1 October:** Work experience launched in assembly

**24 October:** Mock interviews in school TBC

**4 April:** Deadline for placements to be logged on [www.morrisby.com](http://www.morrisby.com) or ConnectEd app

**1 January - 14 June:** Staff monitoring of placements and support for those who need help sourcing a placement

**14 June:** Students to contact placements to confirm placement and start time

**1 July:** Work experience assembly and handing out of workbooks

**7 July - 16 July:** Students to carry out placements

**17 July:** Work experience debrief in school. Students should return their workbooks reflecting on their placement

When sourcing and entering work experience placements, I would ask that students are particularly mindful of the following:

- When arranging a placement please check that the employer has **employer liability insurance** which will cover someone under the age of 16. Unfortunately, we cannot allow any student to participate in a placement unless the employer has confirmed they have this. We will check with employers before placements begin, but this will avoid placements falling through at the last minute.
- When entering contact details please check that the information is correct. We will need to contact employers by email and unfortunately, the system we use will not notify us if the message was not sent.

If you have any questions regarding work experience or your child requires any support, please do not hesitate to contact me direct at: [nsims@stourvalley.org](mailto:nsims@stourvalley.org)

Yours faithfully

Mr Sims  
Assistant Headteacher

