

7th June 2023

Ref: THA/DWA/KPA



CASTLE MEAD
ACADEMY

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Principal: Mr T Hague

Dear Families

Work Experience 2024 - Parent Launch Session - Wednesday 28 June 2023 5.30pm

I am pleased to be able to write to inform you that every scholar at Castle Mead Academy has the opportunity to complete a one-week work experience placement in year 10. Your child will complete their work experience week commencing **Monday 22 April 2024**.

The work placements are provided by LEBC, a local company that has been organising work placements for scholars across Leicestershire for more than 20 years. Their website is <https://www.leics-ebc.org.uk> if you would like to find out more about what they do.

LEBC endeavour to use their database of employers to match scholars to their sector choices and travel areas but the best way for scholars to be in control of where they will go their work experience is to find a **self-placement**. We encourage scholars to write letters, make phone calls and make use of their own network of family and friends in order to find a suitable placement. This will also give them a taste of the skills needed to find a job in the real world.

LEBC complete health & safety assessments and insurance checks with each employer to ensure that the placements are appropriate and suitable for scholars.

Work experience provides an insight into the working world, the placements help scholars to improve their personal development and key transferable employability skills such as communication, time management, teamwork, resilience, confidence and adaptability. Research shows that employers look for prospective employees to have completed work experience.

We believe work experience is an invaluable opportunity which all scholars should be able to access. Therefore, Castle Mead Academy covers all LEBC fees for providing the placements and there is no cost to families. However, we do ask for your involvement and support throughout the process and would like therefore to invite you to the **2024 Work Experience Parent Launch Information Evening on Wednesday 28 June 2023 at 5.30pm-6.30pm**. Our LEBC Work Experience Coordinator and myself will present information and there will be an opportunity for you to ask any questions. Please complete this <https://forms.office.com/e/X8Zk10RZuN> to confirm your attendance and enable us to plan accordingly.

As we move through the process over the next few weeks and months, a range of information and resources will be available on the careers page of the school website, including presentations and videos which outline the process, guides to help with applications, as well as copies of the application forms. However, if you have any further queries, please do not hesitate to contact me at school.

Kind regards
Diana Walker
Careers Leader



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