



6th December 2023

Year 12 Work Experience

Dear Parents / Carers,

The Sixth Form Horizons programme is in place to run alongside the school timetable of lessons and to support our students in developing a range of skills in addition to their academic and vocational studies. These skills include teamwork, leadership, initiative, motivation, problem solving, innovation, communication and general people skills among many others to help develop St Thomas More students into more well-rounded and cultured young people.

Alongside other various parts of the programme, **work experience is a mandatory part of Horizons of which all students are expected to participate in.** Students are expected to engage with work experience opportunities to give an insight into the world of work, to give both context and practical application for the skills and theoretical knowledge they will be learning during lessons, as well as improving confidence and transferable skills to ultimately support future encounters with employers later on in a student's career path.

We have secured a week during term time for Year 12 students to arrange a work experience placement for themselves which will take place from **Monday 29th January-Friday 2nd February.**

Students are expected to arrange a placement themselves, as part of the process includes contacting and engaging with employers to build further on the communication skills we hope students will develop during this placement. Students can seek support from the Careers Coordinator in school for companies and employers should they be unsure of where to contact and students are also encouraged to liaise with parents/carers/family/friends to help source placements. We appreciate any support you can offer to your child or other students in Sixth Form to help source good quality work experience placements.

All placement information will be inputted on to Unifrog which is a careers destination platform used in school to help students make informed decisions about their next steps. Once a student has found a placement, they will input the information on to Unifrog which will then be passed to the employer who will upload the necessary health and safety documents. Next, the process will be passed to yourself, who will confirm the placement and then finally the information will be passed back to the school who will approve the placement. To ensure that the process moves quickly, we asked that students find a placement by **Friday 22nd December** to allow for the rest of the process to be completed before the work experience week.

If you have any questions or concerns, please do not hesitate to contact the school or myself.

Yours faithfully,

Miss. Phillips
Careers coordinator
St Thomas More Catholic School
T: 0191 499 5018
E: ephillips@stthomasmore.org.uk