



Venerable Bede Church of England Academy

Northern Lights Learning Trust



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Headteacher: Mr D Airey (BSc Hons)

Executive Headteacher: Mrs G A Booth (BA Hons/M.Ed.)

CEO: Jo Heaton OBE

VDG/LSN

Dear Parent/Carer

Y10 Work Experience Monday 10 July 2023 – Friday 14 July 2023

Year 10 work experience week at Venerable Bede is Monday 10th July 2023 until Friday 14th July 2023. This is a very exciting opportunity for your child to experience the world of work, in an adult context, and does not necessarily have to be linked to a career choice.

Pupils must, in the first instance, and with support from their parents/carers, secure their own work experience placement. All placements must have Employer & Public Liability Insurance, H&S at work Policy and appropriate risk assessments in place to allow pupils to participate and copies of these documents are required. Employers are often approached; The Academy recommends that pupils apply/request a placement for this week as soon as possible to obtain their preferred workplace.

Attached is a work experience booklet and a form for employers to complete, pupils have also been given a copy of this today. Please take the time to go through this booklet, ensure that pupils are aware of expectations and requirements and return the completed form to the school office by 18th April 2023. This is to allow the appropriate checks to be carried out, and placements agreed by the Academy.

If you have any questions or queries you would like to discuss in more detail, Mr Carr will be running an information meeting on Wednesday 8th March from 4pm until 5pm. If you wish to attend this session, you will need to sign up to the event using SchoolCloud, which can be accessed via the following link: <https://vbede.schoolcloud.co.uk/> Bookings for this event will open on 28th February at 4pm and will close on 6th March at 4pm. Alternatively, please contact careers@venerablebede.co.uk and we will be happy to help.

May I take this opportunity to thank you for your support.

Yours faithfully,

Mrs G. Carr

Careers Lead



Northern Lights Learning Trust is a company registered in England & Wales (07909140) with its registered office at Benedict Biscop Church of England Academy, Marcross Drive, Moorside, Sunderland, SR3 2RE.