



Venerable Bede Church of England Academy

Northern Lights Learning Trust



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HPE

14.03.24

Y10 Work Experience Monday 8 July 2024 – Friday 12 July 2024

Dear Parents/Carers

Year 10 work experience week at Venerable Bede is Monday 8th July 2024 until Friday 12th July 2024. 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 confirmation of this from both the employer and parents/carers will be needed. 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 with a form for employers to complete, pupils will also be given a copy of the form this week. 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 Monday 22nd April 2024. This is to allow the appropriate checks to be carried out, and placements agreed by the Academy.

Please contact holly.tracey@nllt.co.uk and I will be happy to help. May I take this opportunity to thank you for your support.

Yours faithfully

Mrs H. Tracey
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.