



Coopers School



An IB World School

CEO: Mrs S Puxty BSc (Hons) NPQH
Headteacher: Mrs S Wood BA (Hons) NPQH

'Enabling learners of today to become achievers of tomorrow'



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16 January 2018

Dear Parent/Carer

Re: Year 12 Employability Skills Weeks (Monday 2 – Friday 13 July 2018)

It is expected that all Year 12 students undertake a work experience placement following the completion of the examination period, irrespective of whether they have undertaken a previous work placement. Students will have received information regarding this during their recent Assembly.

Experience within a working environment has many obvious benefits, particularly in today's employment market, and the skills learned can enhance any CV or application in the future. Ideally students should seek a placement that is related to their future university or career pathway. This can either be a two week placement or two separate one week placements. We recommend that students start looking now as other local schools are also sending students out during this period and places could become limited. As it is the responsibility of the student to find their placement they may need your help with this task. Family members, friends of family and neighbours can often help and students can, subject to the usual checks, sometimes work directly with members of their own family.

When a work placement has been found:

- 1) The employer must complete the Placement Information Form (PIF) - students have been given this by the Form Tutor.
- 2) The completed PIF must be returned to Mrs Palin by **Thursday 8 March**.
- 3) Mrs Palin will acknowledge receipt of all forms by email.
- 4) Mrs Palin undertakes all necessary pre-placement checks – this process is quite lengthy and can take a considerable amount of time to complete, so your help in keeping to deadlines would be greatly appreciated

Please do not hesitate to contact us if you have any questions at this time.

Yours faithfully

Mrs J G Bramley
Career and Higher Education Adviser
Post 16 Aspirations Leader

Mrs C Palin
Employability Skills Co-ordinator



Chair of Governors: Andrew Downes

Senior Vice Principal: Matthew Baker

Vice Principals: Rob Carling | Hazel Hatch | Jane Salt | Niall Toal

Curious Creative Resilient Respectful Empathetic

