



Guru Nanak Sikh Academy

Aspire ~ Acquire ~ Achieve

Founder: Sant Baba Amar Singh Ji

Chief Executive Officer: Mr Jaskamal S. Sidhu

28th March 2024

Dear Parent/Carer

RE: Year 12 Work Experience

I am writing to inform you that all Year 12 students will be undertaking work experience for one week from Monday 8th July 2024 - Friday 12th July 2024.

The work experience programme is an important part of your son's/daughter's academic year and will:

- a. Enable students to develop their knowledge and understanding of the world of work.
- b. Provide students with an opportunity to gain an insight into a possible career path.
- c. Facilitate the development of each student's personal, social and vocational skills.
- d. Enhance the student's understanding of the relevance of school experiences and the curriculum

Students have the opportunity to arrange their own placement in an industry/field of interest. In this case permission will only be granted if the chosen organisation conforms to the Health and Safety regulations. It is advised that you speak to your son/daughter on this matter to help them with their decision. All students will be given a Work Experience Placement Form. This form needs to be completed and returned.

Whilst on work experience the students will be monitored by their work supervisors and all students will be visited at least once by a member of staff to monitor their progress. In addition, all students will keep a daily log book to record their experiences.

Before students can complete their work experience I require work experience consent. It is essential therefore that you complete the form and return it to your son's/daughter's form tutor by **Monday 29th April 2024**.

If you would like to discuss any of the above in further detail, particularly self-arranged placements, please do not hesitate in contacting me on the school office number.

Yours sincerely

Mrs J Heer
Careers