



18th March 2019

Dear Parents and Carers,

Year 10 Aspirations Week – Monday 8th July – Friday 12th July 2019

The Ongar Academy are pleased to introduce an Aspirations Week scheme for our current year 10 students. This week-long scheme, running from **Monday 8th July to Friday 12th July 2019**, will provide students with an opportunity to pursue a work experience placement, should they desire to do so.

It is very important for your son/daughter to understand that if they want to undertake work experience, it is their own responsibility to secure a work placement in enough time, especially due to a high demand for placements during the busy summer period. Students who are unable to find a suitable placement will attend school for a week of GCSE and career-related learning activities.

All work experience placements will need to be agreed by the school, to ensure they offer a quality of work experience that we believe is of value. Students are required to take on the responsibility of researching and contacting their own placement as soon as possible, and to complete The Ongar Academy Student Placement Form, ensuring the employer completes the Employer Section, as well as the Health and Safety checklist.

Students are advised to start thinking of some ideas of where they would like to undertake work experience and to either telephone the employer or attend the work place to introduce themselves. Before students go on work experience, we also need parental consent. It is compulsory for parents to complete the consent section on the form, before returning the completed The Ongar Academy Placement Form.

Please note that if this form is not returned to the school office completed, then your son/daughter will not be able to participate in work experience. Once a placement has been secured, the form must be given to employers to complete as soon as possible. The deadline for securing a work experience placement and returning the consent form and Health and Safety Checklist is Friday 3rd May 2019.

If you have any further questions, please do not hesitate to contact the school.

Yours sincerely,

Ms. S. Adenuga
SPL: Year 10

Executive Headteacher – Mr. A. Osborne
First Deputy Headteacher – Ms. E. Ruffles

INSPIRING EXCELLENCE

