



# BORDEN GRAMMAR SCHOOL

Borden Grammar School  
Avenue of Remembrance  
Sittingbourne  
ME10 4DB

14<sup>th</sup> July 2023

Dear parents,

As part of our Careers Programme it is our intention that all of Year 10 will be going on a Work Experience Placement from Tuesday 7th May - Friday 10th May 2024.

Work experience is an integral part of our students' entitlement to CEIAG (Careers Education, Information, Advice and Guidance) as outlined in Gatsby Benchmark 6 "Experiences of Workplaces" which states:

*'Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.'*

Your son has attended an assembly today introducing this exciting opportunity to them and already many have been sharing their ideas, which we hope you'll discuss with them over the coming weeks.

During the assembly we outlined our plans including requirements, deadlines and expectations. **All students have been made aware that they will be responsible for sourcing their own Work Experience with your help and have until Monday 2nd October** to arrange their placement and complete Stage 1 of the necessary forms (including a consent form) will be shared with you in September.

When choosing a placement, students have been made aware that they need to consider the following:

- Why this placement? Students are encouraged to be ambitious and try to set up Work Experience in an area relevant to their career or further study interests.
- Is it age appropriate? For example, some employers will only take students over 16
- Does the company have appropriate insurance for a Year 10 on Work Experience?
- How will they get there and back?

All placements must be approved by the school, but please note that working from home or virtual work experience will not be approved as we want to encourage students to experience something unfamiliar to them.



Headteacher: Mr A Tomlin MA NPQH



Copied below is an example of a letter they could adapt and send to potential placements.

Any questions, please don't hesitate to contact me either by email [kmahoney@bordengrammar.kent.sch.uk](mailto:kmahoney@bordengrammar.kent.sch.uk) or on the usual school number.

*Kmahoney*

Mrs K Mahoney  
**Head of Personal Development and Careers**

Dear Sir/Madam [or name]

I am a Year 10 student from Borden Grammar School studying for my GCSEs.  
I would like to enquire about a potential work experience placement at [company name], which I will be available to carry out for 4 days from Tuesday 7th May to Friday 10th May 2024.

I am keen to gain some real-life experience in [chosen field of work], because [reason for pursuing a placement with this company and field].

I am a [relevant skills and attributes], which can be shown in my [real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests, you could include here relevant/favourite subjects], and I have also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in [what their organisation does], as well as a passion to progress within the industry, I would be very grateful to be considered for an opportunity at [company name].

My school email address is [school email address], I look forward to hearing from you.

Yours sincerely

[Your name]