



# WEST HILL SCHOOL

*Aiming High since 1927*

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January 2024

Year 10 Work Experience Placements July 2024

Dear Employer,

West Hill School is committed to ensuring all students make informed and ambitious career choices. Work Experience placements are an integral part of our careers provision. This letter is to provide you with information about the programme which our students may be requesting your support with.

The school strongly encourages students to find their own work experience placements. We hope employers will favour students who have approached them directly and show an interest in working in that particular business or industry.

Our students will be looking for a week-long placement between the 8th - 12th July 2024.

Students seek to take an active part in a local business, observing and working alongside employees as they go about their daily tasks, to gain an understanding of what the 'world of work' is like, whilst developing invaluable personal employability skills.

Details of the role are to be agreed between the employer and student and are subject to approval from the school and Positive Steps (our Work Experience partner).

All students are expected to work the normal working hours of the business or organisation for the duration of the placement. Travel to and from the workplace is the responsibility of the student and parents/carers.

Work Experience is considered part of our school curriculum, no monetary transactions should be involved in the placement.

Placements will be managed on behalf of West Hill School by Positive Steps, (a charitable trust that delivers a range of career related services for schools and young people) who will be in touch (usually via email) when the initial student/employer agreement has been made and submitted.

Students will ask you for the company name and address and contact details of an employee who will coordinate the placement. These details will be shared with school and Positive Steps.

We hope that you are able to provide our students with a work experience placement and greatly appreciate your time and support.

If you have any questions, please contact [careers@westhillschool.co.uk](mailto:careers@westhillschool.co.uk) or via the contact details above.

Yours sincerely  
Mrs Appleby

Careers leader