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St Martin's
School
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23 October 2024

Dear Parents and Carers

Re: Year 10 Work Experience Information Evening 11 December 2024

We are inviting you to our *Year 10 Work Experience Information Evening*, on 11 December 2024, from 17.00 to 18.00.

As part of the curriculum, pupils are expected to complete a one-week work experience placement. The purpose of the information evening is to introduce the concept to you and what is expected of pupils. Due to space restrictions, the evening will be open for pupils and **one** parent or carer and will take place from 17.00 to 18.00 in the main South Hall.

The work experience dates will be in the Summer term, from 30 June – 4 July 2025. Pupils will be expected to find their placement, much like they would do if they were applying for their first part time role. Full details of the process of the work experience will be given to you on Wednesday 11 December. This will give you the opportunity to ask any questions you may have.

This is a fantastic opportunity for our pupils to utilise their 2-hour CV writing workshop that will take place on 25, 26 and 27 of November; they will also be able to use the skills developed in their 'mock interview' practice which will take place on the 21 and 22 January 2025. Further information on this will be given during the evening, but please note these dates in your diaries.

Please complete the Microsoft form link [here](#) to confirm if you are able to attend so we can ensure suitable seating arrangements.

If you are unable to attend the information evening, we will send the presentation documentation and any additional resources via email.

Yours sincerely

Mrs Hobbs / Mrs Frappell
Careers Advisor / Head of Careers & Aspirations



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Chief Executive Officer: Mr R Duff
St Martin's School is proud to be part of the Discovery Educational Trust