

Timeline: Year 11 Work Experience 2022

Date	What needs to be done	By whom
Wednesday 23 February	Year 11 Work Experience Parents' Information Evening	<ul style="list-style-type: none"> • Careers Team • Head of Key Stage 4 • Head of Year 10 • Parents/Carers
Friday 4 March	Health Declaration Form (lilac) to be returned to Main Reception	<ul style="list-style-type: none"> • Parents/Carers • Students
Friday 22 April	Find Own Placement Form (green) to be returned to Main Reception	<ul style="list-style-type: none"> • Placement Provider • Students
w/b Monday 5 September	Three-Part Contract deadline, compulsory Health & Safety Briefing and Work Experience diaries issued.	<ul style="list-style-type: none"> • Careers Team • Parents/Carers • Placement Providers • Students
w/b Monday 19 September	Students to call Placement Providers to confirm details of Work Experience arrangements.	<ul style="list-style-type: none"> • Students
Monday 3 October - Friday 7 October	WORK EXPERIENCE PLACEMENT	<ul style="list-style-type: none"> • Careers Team • Placement Providers • Students
w/b 10 October	All students to receive written feedback from the Placement Provider (via the Careers Team) and students to write thank you emails to Placement Providers.	<ul style="list-style-type: none"> • Careers Team • Form Tutors • Students • Placement Providers