



3 February 2023

Dear Parent/Carer

## **JESMOND PARK ACADEMY YEAR 10 WORK EXPERIENCE 10 – 14 JULY 2023**

At Jesmond Park Academy we are proud to work with our students to develop their employability skills. This starts in Year 7 and continues through to Year 13.

A key element within our CEIAG programme is experience of the world of work, where we invite businesses to our Careers Convention and have visiting speakers to careers seminars and assemblies.

We also send students out for one week's work experience placements in Years 10 and 12 (where possible). This is designed to give each student a greater understanding of the world of work, prepare them for the responsibilities and opportunities of adult life and the opportunity to work with adults other than teachers. The experience of work does not have to be in a business. It could be an education provider such as a primary school, or any other work place suitable for 14/15 year old young adults. Employers rate the students according to the following employability criteria:

- Timekeeping
- Attendance
- Enthusiasm
- Personal presentation
- Communication
- Teamwork
- Ability to solve problems

**Continue overleaf**



After a couple of year's hiatus due to the restrictions in place during COVID we are delighted to inform you that our Year 10 Work Experience week will take place again this year during the penultimate week of term between Monday 10 July and Friday 14 July. Jesmond Park Academy is one of the few secondary schools in the city offering work experience to all of its year 10 students.

Following a recent assembly about work experience, I am writing to you so that you are aware of arrangements for your child and to seek your help and encouragement in supporting them in securing a work experience placement. This year we are working in partnership with a company called Futurework.

Students will need to find their own work placements and they can do this in one of two ways outlined below.

1. Students, guided and supported by their Parents/Carers, can independently find their own placement and complete the Futurework work experience placement form. Futurework will then complete the health and safety and vetting procedures on behalf of Jesmond Park academy.
2. Students, guided and supported by staff in school, can access the Futurework database to access known businesses and companies in the local area who offer work experience placements. Students guided and supported by their Parents/Carers, would then still need to approach the business or company in the usual way and, once accepted, complete the Futurework work experience placement form.
3. It is advisable that students start looking for a placement as soon as possible. If students do leave looking for a placement until nearer the deadline they may be disappointed if they cannot obtain a placement of their choice. Our Work Experience assembly talked about the practicalities of how to go about securing a work experience placement. This included examples of how to call a prospective work experience placement, how to write a letter or compose a short CV. All of this information, including the Work Experience assembly can be found via links on our website and VLE. Please follow the link below:
4. <https://www.jesmondparkacademy.org.uk/curriculum/careers>

As Futurework will be working to tight timelines the following deadlines are in place for our Year 10 students.



## **Deadline One: Monday 27.2.23 – Initial Intention Sheet**

Return the initial intention sheet to **Student Reception**. This form indicates to us whether students intend to independently find their own placement or whether they need assistance to access the Work Experience database to find local employers and businesses. You will have had the next few weeks and over half term to establish whether or not you will be able to find your own or whether you need access to the database. At any time students can contact the school and ask for support securing a placement using the work experience database. Please note that if you would like to access the database to assist you with finding a placement the sooner you return the form the sooner we can start to help.

## **Deadline Two: Friday 24.3.23 – Futurework Work Experience Form**

Return the Futurework Work experience form to **Student Reception**. This will need to have all of the information completed by students, parent/carers and the work placement provider. Futurework will then complete all of the relevant Health, safety and vetting checks in order for the work placement to go ahead.

Please note that we will endeavour to support all of our year 10 students to secure a placement during our Work Experience week. We will offer P7 workshops for students to support them with letter writing, CVs etc. We will publicise to students when these are taking place.

If, despite all efforts to secure a placement, a student is unable to find one then they will need to attend school during the week. As we have already stated, we will endeavour to support every single one of our Year 10 students to secure a work experience placement.

If you require any further information at this stage, or you have any other queries, please contact our Careers Manager Sarah Beeley ([sbeeley@jesmondparkacademy.org.uk](mailto:sbeeley@jesmondparkacademy.org.uk))

Yours sincerely

Mr N Holmes  
Deputy Principal – Curriculum  
Email: [nholmes@jesmondparkacademy.org.uk](mailto:nholmes@jesmondparkacademy.org.uk)

Sarah Beeley  
Careers Manager  
Email: [sbeeley@jesmondparkacademy.org.uk](mailto:sbeeley@jesmondparkacademy.org.uk)



## Support to Write a Personal Profile on Your CV Key Skills Sheet

1. Writing a Personal Profile about yourself?
2. How would people describe you?
3. Think of 5 key employability skills from the list below.
4. Choose to write some sentences that describe you.

Confident

Willingness to Learn

Adaptable

Approachable

Resilient

Problem-solver

Punctual

Take Responsibility

Reliable

Communication Skills

Creative

Act on own initiative

Leadership

Motivated

Team worker

I am.....

.....is one of my strengths

I take pride in being.....

I enjoy.....

An example of my.....is.....

I have been described as.....



## Covering Letter

- If a letter make sure you add in your **name, address and contact number** on the right hand said of the page.
- On the left hand side of the page, the **name and address on the person you are contacting**.

## Example:

Paul Smith  
Jesmond Park Academy  
Jesmond Park West  
Newcastle upon Tyne  
Tyne & Wear  
NE7 7DP

0191 2818486

The Pearl  
New Bridge Street  
West Newcastle upon Tyne  
NE1 8AQ

Dear Mr Jones,

I am a Year 10 student in Jesmond Park Academy, looking for a work experience placement within your organisation for the week beginning Monday 10 July until Friday 14 July 2023. I enclose a copy of my CV for your information.

I am interested in .....because..... and I think it would help me.....

Thank you in advance for your time and I look forward to hearing from you soon.

Yours sincerely

Paul Smith

## CV

**Personal Details:**

**Name:**

**Address:**

**Phone Number:**

**Email:**

**Personal Profile:**

**Education:**

**Work Experience:**

**Interests:**

**Referees:**

## CV Example

**Personal Details:** (You must include these details in full, so that Employers can contact you).

**Name:**

**Address:**

**Phone Number:**

**Email:**

**Personal Profile:** (Use the Key Skills Sheet to help you with this)

**Education:** Jesmond Park Academy  
2019-Current  
(List your GCSE subjects here)

**Work Experience:** (Any work you have participated in, including volunteering, a paper round).

**Interests:** (What you like to do outside of school?)

**Referees:** (One will be School and the second referee would be an Employer or Family friend that can write a reference about you)

<b>Head Teacher</b> <b>Jesmond Park Academy</b> <b>Newcastle upon Tyne</b> <b>NE7 7DP</b>	<b>Volunteered for, Worked for or Family Friend</b> <b>Contact details</b>
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## Useful Links for Building your CV:

[CV advice | National Careers Service](https://nationalcareers.service.gov.uk/careers-advice/cv-sections)

<https://nationalcareers.service.gov.uk/careers-advice/cv-sections>

<https://www.indeed.com/profile/resume-templates>

[Quiz: has your CV got what it takes? - BBC Bitesize](https://www.bbc.co.uk/bitesize/articles/zh6cdnb)

<https://www.bbc.co.uk/bitesize/articles/zh6cdnb>

[CV top tips | Finding a job | The Prince's Trust \(princes-trust.org.uk\)](https://www.princes-trust.org.uk/help-for-young-people/tools-resources/finding-job/cv-tips)

<https://www.princes-trust.org.uk/help-for-young-people/tools-resources/finding-job/cv-tips>

## Work Experience Calls & Email

### Practice sheet

1. Decide what kind of work you want to experience, for example a Law Firm.
2. Use [Yell.com](https://www.yell.com) to find a list of firms you could contact to secure a work experience placement

Solicitors near NE7 7DP Sort by relevance

Contact experienced top-rated Solicitors offering legal services in NE7 7DP on Yell.com. Find professional and specialist advice for any circumstance including family law, employment law, litigation and defence. With a first-rate solicitor you'll know your reputation is in the right hands.

Related searches: Legal Services Compensation Claims Wills Immigration Advice Legal Advice Property Law Criminal Law

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We serve NE7 7DP

20+ Years with Yell

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Write a review

1. Call a number from the list and make sure you introduce yourself properly.  
For Example: *Good Morning, my name is .....*

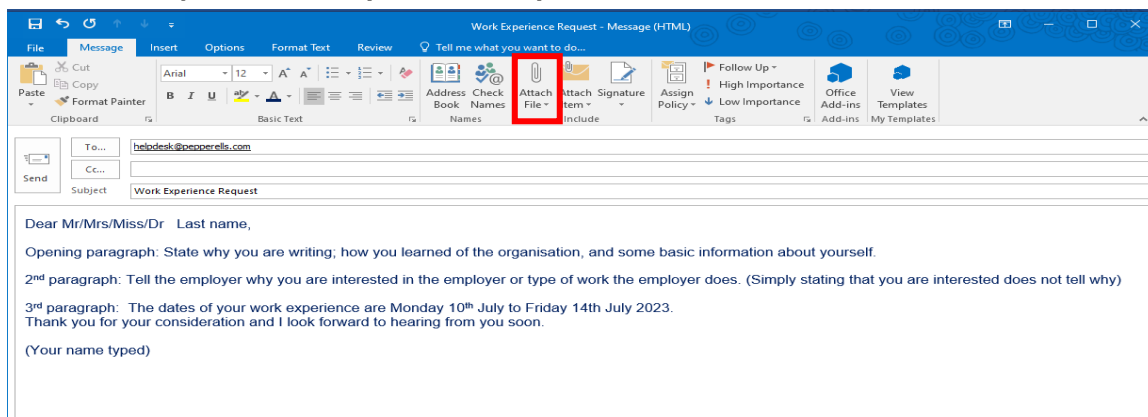
*I am a Year 10 student at Jesmond Park Academy and I wondered if you offer work experience opportunities.*

*The dates of my work experience are Monday 10<sup>th</sup>-14<sup>th</sup> July 2023.*



## Remember to say thank you for your time and Goodbye!

- Please keep a list of all the places you call so you don't mistakenly call them a second time.
2. Be aware that some employers may ask you for a covering letter and a CV. A covering letter is an introduction as to why you are emailing or sending the letter. Think for what purpose? It is important to have the correct contact name to address the letter, email to, which is why you need to ring and check the company offer work experience opportunities and who you need to correspond with.
  3. If you are sending a request via email, **your CV should be an attachment and the covering letter should make up the body of the email and should include the dates of your work experience request.**



The subject box should say **“Work Experience Request”**

Arial 12

Dear Mr/Mrs/Miss/Dr ‘Last name’,

Opening paragraph: State why you are writing; how you learned of the organisation, and some basic information about yourself.

2<sup>nd</sup> paragraph: Tell the employer why you are interested in the employer or type of work the employer does. (Simply stating that you are interested does not tell why)

3<sup>rd</sup> paragraph: The dates of your work experience are Monday 10 July to Friday 14 July 2023.

Thank you for your consideration and I look forward to hearing from you soon.

(Your name typed)

4. Templates for CV's and Covering Letters can be found on Frog under the Careers Icon.

**See Mrs. Beeley if you need support in arranging a placement, based outside Learning Support, Careers Office**