



Winchmore School

learning to realise potential

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Headteacher: Jim Owen

Dear Parents and Carers,

Re: Preparation for Year 10 Work Experience 25-January 2023

Year 10 students will be taking part in a 'Preparation for Work Experience' event on Wednesday 25 January 2023.

The sessions will be delivered by Bright Futures. The day will have a carousel format focusing on:

1. Interview Skills
2. Employment process
3. Labour Market Information
4. CV completion

Students will be required to wear smart work attire on the 25 January. This **does not** include hoodies, jeans or trainers. **It is not necessary for boys to wear suits.** A smart shirt, and trousers is acceptable and a tie is optional. Girls should wear clothing suitable for the work place or an interview. Appropriate footwear should be considered and high heels are not advised. Tutors will be discussing this with form groups in more detail.

The workshops will run from P1 to P4 and therefore students should attend their normal lessons Period 5. Students must bring a pen to the sessions and they will need to bring all necessary books and equipment for their P5 lesson.

The week before, form tutors will be advised of the students' group allocations and the rooms they will be using on the 25 January for each Period. This information will also be posted in Google Classroom.

Class registers will be taken as usual on this day.

Yours faithfully,

W. Winter
Careers and Library services Manager