



RIDGEWOOD
HIGH SCHOOL

20th December 2023

Dear Parents/Carers,

Work Experience Week - Monday 13th to Friday 17th May 2024

Work Experience (WEX) for all Year 10 students takes place from Monday 13th to Friday 17th May 2024. This is an invaluable life experience, and all pupils are expected to participate in this programme. Please be aware that placements can take the school, weeks, or months to process. Therefore, it is **most important that your child makes a start in finding a placement now ahead of the New Year.**

Finding a placement

To make the experience as realistic as possible, **students are encouraged to seek and contact placements themselves.** This is to give students the opportunity to practise job searches and application skills that they will need later in life. If your son/daughter would like to arrange a placement in a primary school, please ensure they tell the school their preferences, as we will liaise on their behalf. **Please do not contact primary schools directly.**

Over the years, we have found that employers usually look more favourably on requests from students who have used their initiative, by writing and/or telephoning. Your child has been given information to support them with the process, and they have had an assembly explaining the work experience programme.

Support

Although the majority of pupils gain their own placements (often with the support of parents/carers), we do appreciate that a small number of pupils may need additional support from school. Miss Haines, Mrs Baldry, or Miss Bastock can offer this support, along with the SEND team if appropriate.

Consent

There will be a '**Ridgewood High School WEX Medical Form**' on EduLink, that will need to be completed in full by **Monday 5th February 2024**, to enable your child to take part in Work Experience. It is very important that **all** the information requested on the EduLink questionnaire is completed. You will also find this form in the '**Ridgewood High School Work Experience booklet**', along with the **DMBC- Company Information Form.**

You have previously received your EduLink login details, but if you have forgotten or mislaid these, you will need to contact the school on info@ridgewood.dudley.sch.uk.

Please also refer to the enclosed information sheet for additional details and guidance.



Headteacher – Mrs R. Cope. Park Road West, Wollaston, Stourbridge, West Midlands. DY8 3NQ
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May we take this opportunity to thank you for your support during this process. If you have any queries then please do not hesitate to contact myself for further information.

Yours sincerely,



Miss T Haines

Leader for PSHCE and Careers
Ridgewood High School



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