



In all things faithful

St Damian's RC Science College

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6th July 2021

Headteacher

Mr S Logue BA (Hons), M.Ed., NPQH

Dear Parents/Carers,

Y10 Work Experience – Virtual Work Experience

I am delighted to be able to give your further information about the Virtual Work Experience Week taking place in school, 12th-16th July 2021.

Work Experience Partnership with Fortem

St. Damian's has partnered with a business called Fortem, a well-established property maintenance company which manages several contracts for social housing and the public sector and has offices all over the UK employing more than 1000 people. Key responsibilities are repairs and maintenance, energy services, project management, health, safety and the environment.

During the week there will be four 'live' links via Teams with the offices in Chesterfield. Pupils will learn about the stages of innovation, project planning & development, customer service, managing resources and how to create a business plan. Pupils will also identify their use of employability skills using the Skills Builder Framework.

Attendance

During the Virtual Work Experience week, pupils are expected to have 100% attendance. Attendance and punctuality will be checked each day and will be recorded on St. Damian's school registers. If in the exceptional case, a pupil is too unwell to attend or has symptoms of Covid-19, parents / carers must inform the school in the usual manner.

Expectations

To qualify for the Work Experience Certificate at the end of the week, pupils must demonstrate excellent attendance and punctuality, excellent behaviour, excellent levels of engagement in the tasks set and hand in a fully completed Work Experience Booklet. Pupils must wear full school uniform during the week.

Work Experience Booklet

Your child has been given a work experience booklet to complete which includes a focus on employability skills, a daily diary entry and a reference to be completed at the end of the placement. This is compulsory and must be returned **fully completed** to Mrs Henshaw on **Friday 16th July 2021**. Pupils will also have a Fortem Work Booklet which will contain business theory and a copy of the practical tasks to be completed during lessons.

Finally, I wish all pupils 'Good Luck'! I am sure they will do their best, be excellent ambassadors for the school and have a fulfilling week.

M. Henshaw

Mrs M. Henshaw
Deputy Headteacher

St. Damian's RC Science College