



"You are God's  
work of art"

ST PAUL'S ACADEMY

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Principal: Mrs S M Ward BA (Hons) AKC

23<sup>rd</sup> April 2025

Dear Parent/Carer,

As part of our commitment to preparing students for life beyond school, we are delighted to offer Year 10 students the opportunity to participate in a **Work Experience Week**, taking place from **Monday 7th July to Friday 11th July 2025**.

Work experience provides an invaluable chance for students to gain insight into the world of work, develop important skills, and explore potential career paths. We encourage all students to actively seek a placement in an area that interests them, as this will enhance both their understanding of working life and their personal development.

### How You Can Support:

We kindly ask for your support in helping your child to find a suitable work placement. Once a placement is secured, the employer must complete the attached **Own Find Form**, which includes essential information such as the nature of the role, supervision details, and insurance coverage. There are also a number of resources available to support your child to communicate effectively with a potential employer. These are provided on Google classroom also. Please support your child in utilising these to secure a successful placement.

Please note the following key information:

- **Deadline for Submission:** The completed Own Find Form must be returned to the school by **Thursday 22nd May 2025**.
- **Eligibility:** All employers must have **Employer's Liability Insurance** in order to participate in the Lewisham Work Experience Scheme.
- **Form Requirements:** The form must be filled out as fully as possible, with all shaded sections completed by the employer.

### Why Work Experience Matters:

Work experience helps to:

- Build practical skills and confidence in a professional setting
- Provide real-world insight into industries and job roles
- Strengthen CVs and applications for further education, apprenticeships, or employment
- Inspire greater motivation and focus in academic studies

Our Year 10 Pastoral Team, also including the Work Experience Coordinator at Lewisham Paul Goddard, are available to support both you and your child throughout this process. We are also sharing placement opportunities through Google Classroom, and we encourage students to check regularly for updates.



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Should you have any questions or need assistance with the process, please do not hesitate to contact me at [gordon.davis@stpauls.greenwich.sch.uk](mailto:gordon.davis@stpauls.greenwich.sch.uk)

Thank you for your continued support in helping prepare your child for a successful future.

Yours sincerely,



**Mr. Davis**  
**Careers Lead**



**Mrs. Ward**  
**Principal**