

10th June 2022

Dear Parent/Carer

Work Experience

As part of their career's education, all Year 10 pupils will take part in a one week period of work experience, the dates for which will be **23rd - 27th January 2023**. During this period, the normal Year 10 timetable will be suspended. The pupils will be asked to complete a detailed diary of their experiences during the week and will undertake some follow up tasks on their return to school.

Work experience will give pupils an understanding and experience of working life. It will give them first hand experiences of typical working conditions in various places of work. This will not necessarily be in their chosen career path, but it should help them to recognise their own qualities and to see the links between the courses they are studying and the skills they will need in the future. It will also give them responsibility; they will be expected to be punctual, independent and helpful to others.

To ensure your child finds a placement that suits their needs, they are advised to secure it themselves, and the sooner the search begins, the better. I would like to take this opportunity to encourage your child to consider what type of work they would like to undertake and begin the process of contacting companies to ask if they would be willing to take them on for the one week period above. A simple phone call or a short visit at this stage will suffice.

If your son/daughter is unable to find their own placement, then it will be arranged for them by an outside agency called B&E Together, who have a varied database of placements, which cover a large area. It should be noted that your son/daughter may not receive their first choice. All placements, whether arranged by pupils themselves, or arranged by the agency are subject to strict health and safety checks and all employers used for work experience must hold Employer Liability Insurance. The school will ensure all health and safety checks are carried out, and all measures are in place as per any Covid guidance at the time of the placement.

We have found that work experience is extremely rewarding for pupils, in terms of their own development. Success during work experience will clearly reflect a pupil's individual determination, character and personal qualities. It often contributes to references in Year 11 and beyond. Pupils completing the work experience programme will receive a work

experience certificate, which can be used for further education applications and work/training schemes.

Your son/daughter has been given two forms to complete. The Work Placement Selection form (yellow) must be completed, by all pupils, by **15th July 2022**. This form allows B&E Together to start to find a placement for your child (even if your child intends to secure their own placement). The second one is a Self Arranged Placement form (white). This form is to be completed by pupils who find their own placement, in addition to the green form, which would then be used if the self-arranged placement is not suitable for any reason. The white form must be returned by **16th September 2022**.

Your child will be invited to a short meeting with B&E Together to discuss their placement, which you will be welcome to attend, during the school day once placements are secure in the new academic year.

In order to try and support the pupils in ensuring that they are placed in the most appropriate work placement, we are trying to generate a list of employers which we will be able to suggest to pupils for a point of contact. If you have a business or opportunity that you can offer to one of our pupils, please complete the form over the page, or visit our school website homepage, where there is a link to an online form. If you are unable to offer a work experience placement, but are able to come into school to talk and work with pupils at a careers event, please also reply via the form, or on the same Google doc form on our website.

Should you have any queries, please don't hesitate to contact me.

Yours faithfully

D Tank

Miss D Tank
Assistant Head Teacher



Work Experience Reply Slip

Can you offer a work experience placement?

Yes

No

If yes, please provide details below of who to contact and a summary of what you could offer.

Would you be willing to attend any careers events in school?

Yes

No

If yes, please provide details below of who to contact and a summary of what you could offer.
