

Our ref: DL/vs

16 January 2019

Dear Parent/Carer

This year your son/daughter has the opportunity to experience the world of work for one week whilst in Year 10. The dates for this year, which have been set by the Local Authority, are for the week commencing **Monday 8th July**.

This is an excellent opportunity for your son/daughter to experience the real world of work. Students are responsible for one week to get up on time, make their way to work, work a full day as specified by the company (up to 35 hours per week), do any reasonable tasks/jobs they have been assigned and work with adults in a real working environment.

The vast majority of work experience placements are successful and the students enjoy gaining lots of knowledge and experience from their placements. The point of the placement is to get 'work experience' and the placement could be in an area of work that your son/daughter will not pursue once they leave school. This said, having some interest in the area where they are going to do their placement does mean that they are more likely to enjoy it and be more enthusiastic about it.

At this time of year many other secondary schools in our district are also doing work experience. This means there are a limited number of work places. For this reason it is very helpful if students and their families can find a company to take them (Own Placement form attached). Finding your own placement also makes it easier for the student to get one that matches their interests.

Please note that we cannot support a work experience placement unless the host holds current Employers Liability Insurance (ELI). Some people confuse Public Liability with ELI.

We do, however, recognize that finding a placement can be difficult and if you would like school to assist you in finding a placement you need to contact myself or Mrs. Sutcliffe who manages the Work Experience Database. Whilst every effort will be made we cannot guarantee that school will be able to find a placement, they are subject to availability.

All placements must be booked by the Local Authority by Friday 8th April. Any students not returning their forms before then will not be able to go out on work experience and will be in normal lessons for that week.

I hope everything goes well and please remember that form tutors and the school Work Experience Coordinator are there to help you if required.

Yours sincerely

D.Lamkin

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Assistant Headteacher