

September 2023

Dear Parent/Carer,

Work Experience 24th June 2024 – 28th June 2024

I am writing to inform you that Year 10 students will be completing Work Experience during the week of Monday **24th June 2024 – Friday 28th June 2024**. Students were informed of this during assembly this week and were given all of the information on how to start the process.

We value Work Experience very highly, particularly in the ways in which it helps to develop students understanding of the world of work and of their future aspirations. Through scheduling Work Experience in Year 10, students develop a clear understanding of the working world before they begin their final year in school and in this way tend to make more informed choices about their future plans and post-16 applications

Work Experience has many wide-ranging practical and personal benefits. It allows a student:

- To obtain first-hand experience of working conditions in different environments.
- To gain confidence and take responsibility.
- To find out information about jobs and careers by working alongside people who are doing these jobs.
- To develop knowledge of a particular job or career in which they might be interested in pursuing.

We ask students to organise their own placements where possible. However, I know this can be very daunting and we are here to help. If your child needs help with choosing places, writing letters or should they need a CV, then please encourage them to see Mrs Hicks or Mrs Dyer as soon as possible so that we can help them on the road to success.

Health and Safety Check.

Every placement is subject to a Health and Safety Check which is carried out by an external company and in most cases involves a visit to the employer. This is not something that can be organised quickly for so many students; therefore, the Health and Safety Company has requested that they receive all paperwork by **Friday 15th March 2024**. If we do not receive the form by this date we can't guarantee the Health and Safety check will take place. Unfortunately, a student cannot go out on Work Experience without the relevant paperwork being completed. (I have attached a copy of this for your reference. Please note a paper version can be collected in school as well).

There is a significant cost to the school for this check and therefore we only allow one placement per student.

Where can they work?

Your child may go to any company in Gloucestershire or Wiltshire as long as the Employer has Employer's Liability Insurance. Should they wish to go anywhere else, please contact Mrs Hicks with the address of the company and the area of work so she can check whether I am able to organise a Health and Safety check.

Ideally, we request that students do not spend their placement with a close family member as they are not getting the full benefit of the programme.

Some primary schools have requested that their previous students do not request placements with them. With this in mind, we suggest that if your child wishes to become a Primary Teacher, they try a different school to that which they attended as a pupil.

If your child wishes to do a week of Work Experience with the Army please tell them to see Mrs Hicks or Mrs Dyer. The placement will either be at Okehampton in Dartmoor or at Crickhowell in Wales: it will be your responsibility to take them on the Monday and collect them on the Friday as this is a residential Work Experience placement. We are still waiting for confirmation from the Army of the exact dates that this is going to run in 2024.

Completing Paperwork.

Once your child has been offered a placement, the Placement Request Form needs to be completed by yourselves and the employer. The form must be completed and signed by the employer, the parent/carer and the student. It is only when this form has been received by the school that the Health and Safety check can be organised and your part at this stage has been completed.

All going well, Mrs Hicks will be in contact in May 2024 when Risk Assessments need to be signed and final preparations made.

The relevant paperwork is attached to this letter and there are also printed copies available in the school library.

If further support is needed in arranging a placement, please do encourage your child to come and see Mrs Hicks or Mrs Dyer during morning break and lunchtime, or they can request a meeting and an appointment will be arranged.

Yours sincerely

Mr J. Morland
Senior Assistant Headteacher/Head of Key Stage 4

Mrs P. Hicks
Careers Coordinator