

July 2011

Dear Parent / Carer

YEAR 10 WORK EXPERIENCE
Monday 2nd July – Friday 6th July 2012

I am pleased to confirm that your son/daughter will be undertaking a one week period of work experience on the above dates.

We encourage every student to find their own work experience placement and are proud to support this initiative. The aim is to give your son/daughter an introduction to the 'World of Work' and help inform their future career decisions and next steps. In some cases, we know that this has led to students being taken on as either a part time worker and/or as an apprentice/future employee.

We would advise students to start looking immediately for a placement and to advise their Form Tutors of their progress upon their return to school in September. When a placement has been found and agreed by an employer, a form should be requested from their Form Tutor, which must be completed and signed by you, the student and employer then returned to school as soon as possible. Company details will be checked to confirm that employers are carrying Public Liability Insurance. Until all checks have been made, **no** student can undertake work experience.

The initial contact with the prospective employers can be by writing to, telephoning, or **ideally, by visiting personally over the summer holidays**. Employees are used to students seeking work experience placements and competition for places is fierce, however, they will consider requests which are well presented and thoughtfully written. Please feel free to give as much help and advice as you can with this important exercise and encourage them to start early with their research. Students have already prepared a draft letter. Experience tells us that a number of employers may need to be approached, before gaining a successful placement. Please ensure your son/daughter's letter is checked before posting. Employer details should be retained to help in the follow up to any letters sent.

For work experience to be a rewarding and worthwhile exercise, it is important that a placement is found which will either complement the work currently being studied for at GCSE Level, or within an area of work that might be considered as a future career. We do not encourage students to seek placements where they would be working directly with relatives. However, parents who work for large companies may arrange a placement with the company but do not work directly with their son or daughter. Students should not be paid for their work experience; this is illegal and would render the employer liable to prosecution. Employers are now required to provide your son/daughter with a brief statement of health and safety risks attached to the placement, and the measures they take to control these.

The responsibility for getting to and from work rests with the student and the school cannot supply transport during this time. Work experience is a vital part of a student's education. It is usually enjoyable, and found to be a valuable experience. The usual complaint is that it is too short! I hope I can count on your support for this year's scheme.

Please sign your son/daughter's journal by Friday 22 July 2011, confirming receipt of this letter.

If you have any queries, please contact me.

Yours sincerely

Mr Simon Perkin
Work Experience Coordinator