



08 October 2021

RDL WE01

Dear Parent / Carer

RE: YEAR 11 WORK EXPERIENCE

After consultation with parents / carers last year, we are pleased to announce that there will be an opportunity for Year 11 students to complete a short work experience placement, with minimal disruption to curriculum time, prior to the Christmas holiday. Covid has meant that many students have not had the opportunities they might otherwise have had but, as a school, we are committed to ensuring students gain the valuable experience of a work placement.

This year's work experience will be Monday 13th December to Thursday 16th December (inclusive) 2021. Parental Consent Form and placement details will need to be handed into careers by **Monday 1 November 2021** in order to ensure that health and safety checks can be completed in time.

If you are helping your son or daughter find a placement, please bear the following in mind:

- It is not our policy to place students where the student has a part-time job.
- Transport is your / their responsibility.
- All employers **MUST** hold **BOTH** Public Liability and Employer's Liability Insurances. Where these are not in place, we cannot approve a placement.
- We will not approve placements where the student is working on their own with just one person (lone worker).

It is the responsibility of your son/daughter to find a placement (see students information booklet) and to gather details about it i.e. start/finish/lunch time, clothes to wear etc. Please read the student information booklet for guidance. Students may also seek advice during break and lunch times from Careers (next to Bright Beginnings).

Every work experience placement will have a health and safety check by an authorised external agency (Careers South West). Once this has happened we will send a confirmation e-mail to the student's account; if they do not have this they will not be able to go on placement. In order to make this process easier we will need the employer's contact details, to include the company name, a contact name, their address and an email address.

We hope your son/daughter has a rewarding experience.

Yours faithfully

Mrs J Randell, Careers Advisor