



14 November 2022

Dear Parent / Carer

## RE: YEAR 10 WORK EXPERIENCE

We are happy to announce that Year 10 Work Experience will be Monday 17 July to Friday 21 July (inclusive) 2023. This is a wonderful opportunity to experience the world of work and to gain new skills.

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).

Parental Consent Form and placement details will need to be handed into careers (email copies will not be accepted) by Friday 24 February 2023 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).

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 email 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, postcode, telephone number and an email address.

We hope your son/daughter has a rewarding experience.

Yours faithfully

Mrs J Randell  
Careers Advisor