



1 December 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.

An important part of work experience is finding a placement and I would like to emphasise that it is your son / daughter's responsibility to do this, and to gather details about it i.e. start/finish/lunch time, clothes to wear etc. To help, I have attached a student information booklet for guidance. Students may also seek advice during break and lunch times from Careers (next to Bright Beginnings).

Please also find a Parental Consent Form and placement details forms to complete. These 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 in mind the following:

- 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