



January 2024

Dear Parent / Carer

RE: YEAR 12 WORK EXPERIENCE

We are happy to announce that Year 12 Work Experience will take place from Monday 15 July to Friday 19 July 2024 (inclusive). This is a wonderful opportunity to experience the world of work as a young adult, gaining new skills that prepare young people for life beyond our Sixth Form.

It is the responsibility of your son/daughter to find a placement and to gather all details about their placement (eg start/finish/lunch time, clothes to wear etc). Please read the student information booklet for guidance. This is available on the website and all students have been given a paper copy. Students can also seek advice regarding their placement choices during break and lunch times from Careers (next to Bright Beginnings).

A completed Consent Form and placement details must be returned to Careers by Friday 15 March 2024 in order to ensure that the necessary health and safety checks can be completed in time for the placement to go ahead.

If you are helping your son/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 college email account. 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.

Kind regards

Julie Randell

Mrs J Randell
Careers Advisor