



South Dartmoor Community College

Head of School | Paul Collins

Balland Lane, Ashburton, Devon, TQ13 7EW
Tel | (01364) 652230 Fax | (01364) 654069
Website | www.southdartmoor.devon.sch.uk
Email | enquiries@southdartmoor.devon.sch.uk

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Dear Parents/Carers

Year 10 Work Experience

For the last few years students in year 10 have completed a Professional Skills Week in July during our Enrichment Week and although students have found this useful many of them have said they would have preferred to carry out work experience instead. As a result the college has decided to re-introduce work experience for year 10.

This year work experience is included in our year 10 curriculum and therefore students will be expected to carry out some form of work experience for four days between Monday 22 July to Thursday 25 July 2019 (inclusive). We will need you to complete and return the Parental Consent form to us in **Careers by Tuesday 11th December 2018**.

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 up to 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. but they can seek advice from Careers. We have a list of employers who have previously offered placements which can be used for reference. Please note some places such as Flybe, NHS, BBC, Babcock and The Met Office have set time limits for applications some during the Autumn term and these fill very quickly so our advice would be to look online and apply early.

Once we receive the completed Consent form from you and an employer has agreed a placement please make sure we have the details in Careers: name of Company/Employer, contact name, address and email address. We will then contact them and send the necessary form for their completion and return and, in due course, send you confirmation and a copy of their H&S form for your information.

None of this applies to any Work Experience arranged during College holidays, weekends or paid part time jobs (unless during college time); we do not need to know any details.

We hope your son/daughter has a rewarding experience.

Yours faithfully

Paul Collins

Paul Collins
Principal