



November 2017

Dear Parent /Guardian

Work Experience Scheme

**Extended placement on Monday (AM) 9am -12.30pm or Wed(PM) 1.30pm onwards or
W/C Monday 16th to Thursday 19th July 2018.**

I am writing to let you know that as part of their time in the sixth form Year 12 and year 13 students have the opportunity to undertake a Work Experience placement in the week commencing 16th to 19th July 2018, or they can undertake an extended placement, which could be done on Mondays 9am – 12.30pm and/or Wednesdays at 1.30pm. (this could be for a set number of weeks or a term).

All pupils will be encouraged to find themselves a suitable placement to make the process similar to applying for a job and therefore realistic. Students should look to organise a placement that is relevant to their AS subjects.

It is hoped that these placements will be regarded with importance as this is an excellent opportunity for your son/daughter to gain experience, skills and knowledge and Employer Work References for future UCAS, future studies and job applications.

The attached proforma will need to be completed for the placement to be organised and confirmed, as all placements will need to be Risk Assessed before students will be allowed to go on their work experience.

For Health & Safety Verification of the placement, we will need a copy of the Employer's Liability Insurance (ELI) details below. Without ELI the placement cannot be approved. Please contact the Work Related Learning Coordinator Miss A. Birch at the school office, if you have any questions.

During the placement itself, the employer and student will be contacted to check there aren't any problems and also to discuss how the student is getting on. This will be done either by a phone-call or via email by a member of school staff. The student will be encouraged to keep a work diary during the placement, so that they can evidence the skills that they gain and also the tasks that they undertake.

There is an attached form that gives guidance and support for your son/daughter with Work Experience.

The deadline for the completed forms to be in is Friday 27th April 2018. Should you have any questions regarding the Work Experience programme and you wish to make an appointment to see me, please do not hesitate to contact me via the school office.

Yours faithfully

A.J Birch

Miss A. Birch
Work Related Learning Coordinator