

April 2007

Dear Parents,

### **Work Experience Scheme 2007**

As part of our commitment to give students an insight into the world of work and its disciplines, we should like our present Year 12 students to have the opportunity to take part in **work experience during the week of Monday 3rd September to Friday 7th September**. They will then return to school for the start of the academic year on Monday 10<sup>th</sup> September.

For the students to obtain the maximum benefit from their work experience, **it is important that they organise their own placement, possibly by an initial telephone call**. This will need to be **followed up by a letter** and the students can be given guidance on this if they wish. The school holds a data base of employers who have been used successfully in the past for work experience and the majority of these employers will have had a recent health and safety assessment if they have taken students under the compulsory school leaving age. Obviously this data base will be accessible to your son/daughter. It should be pointed out that work experience for students over the compulsory school age is not covered by the Education Act of 1996. However, the school will ensure that all placements have both public and employers liability insurance and that any possible risks to your son or daughter are identified and parents informed of these.

For students who are considering a career within the National Health Service, we have an arrangement with the local Health Trust and it is important that students ask me for the details of this and apply in the correct manner.

**The placements need to be organised as soon as possible**, and when this has been done could you please **ensure that the Work Experience Placement form is completed and returned to me, together with the health and safety form with the parental section filled in**. It is not necessary for you to send the health and safety form to the employer, this is done by the school. It is also **essential that your son/daughter has organised their placement by the middle of June** for us to be certain that we can identify any possibly risks before the beginning of September. **It should be pointed out to both parents and students that, should a student make no effort to obtain a relevant placement, this fact will be reflected in a negative comment on the reference that the school is required to write for their UCAS application.**

Please do not hesitate to contact me at the school if you wish to know more about the scheme, or if you feel that you could offer a suitable work experience placement to a student other than your own son or daughter.

Yours sincerely

M. Butler (Mrs)  
Work Experience Co-ordinator

## **WORK EXPERIENCE PLACEMENTS**

Name of Student..... Tutor Group.....

Town/Village of Residence.....

Please complete when a placement has been successfully arranged

Work Experience has been arranged at .....

Type of Work .....

Address.....

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Contact Name .....

Telephone .....

I am able to provide a work experience placement for students at your school:

Type of Work .....

Address.....

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Contact name.....

Telephone.....