

Year 10 Work Experience 2017 – 14th – 20st July 2017

Dear Parent/Carer,

In year 10 all students are offered the opportunity to participate in Work Experience during the last few weeks of the summer term. The dates allocated this year are shown above.

Work Experience can provide the student with huge opportunities, confidence and an insight into the working world. Although students will obviously wish to work in an area that interests them, it is not important that the placement exactly mirrors their career aspirations. It is more valuable to consider the type of working environment, if they wish to be dealing with the public, working as a team, etc.

Whilst the school facilitates this opportunity **it is the responsibility of students and their parents/carers to secure a placement and to complete the work experience consent form (GREEN FORM attached)**. The school assists in this by offering access to the NYBEP database of work experience placements and by providing the attached *Guide to Year 10 Work Experience* and information sheet on *Searching for Placements Using the NYBEP Database*.

Once students have confirmation of the placement and a completed the GREEN FORM, please feel free to make a copy so you can retain important details such as - details for their first day, including working hours and dress code. Please ask them to make particular note of the start and finish times; where this is out of school hours or if a student finishes early (during the normal school day), parents are expected to take responsibility for their son/daughter unless you inform us otherwise before the start of Work Experience.

The attached consent form- GREEN FORM- must be completed and signed by the student, parent/carer and the employer - without these three signatures students will not be able to commence their placement. Please can you make sure forms are returned to reception at the school by the deadline date of Monday 6th February 2017 so that all relevant employer Health and Safety checks are completed.

We would advise all students to contact the employer again approx 4 weeks before the placement date out of courtesy and to confirm everything is in place.

All students will be issued with a Work Experience Journal the week before placement. Please could you encourage them to complete their journal during the placement rather than trying to fill it in at the end.

If students are ill they will need to inform both their placement and school. Each student will be visited by a member of school staff during their placement. If there are any issues or concerns you can also contact school.

Finally, thank you for your support in preparing for Work Experience, it is an excellent opportunity to shape young people's perceptions of the world of work and without such supportive employers these opportunities would not be available.

There will be opportunities to ask questions about Work Experience during our Parent's Work Experience Consultation Evening on Thursday 20th October, 6 - 6.45pm in the Main Hall.

Yours sincerely,

Phillip Benaiges,
Headteacher.