



Dear Parent/Carer,

17 February 2022

I am writing to inform you that after an enforced break due to covid all students in Year 10 will undertake 5 days face to face work experience during the week beginning **Monday 18<sup>th</sup> July**. Work experience aims to provide all young people with an opportunity to:

- Obtain a wider awareness of the world of work as part of their general education
- Learn outside the classroom
- Increase their economic understanding
- Relate their studies to the world of work and training.

They choose potential work placements from an authorised list via the following website. <https://ssp.learnaboutwork.net/>. Students have been issued with a PIN number to gain access to the site and select placements. Staff will then support students in identifying available places. They must inform the school when they have secured a placement. Students must use a provider from the approved website and **NOT** one of their own. This is due to the difficulty in checking independent placements in terms of Health and Safety, Insurance etc.

Students complete an application form and will need to contact the employer to arrange a preliminary visit/ phone call to discuss the arrangements for the placement. At the end of the week the employer is asked to complete a short report on the student's progress. Full attendance across the placement week is compulsory.

Students will participate in a preparation programme (covering for example, topics such as health and safety, child protection and employer expectations) prior to their placement. **In addition, please complete the parental agreement/ medical form attached. This must be signed and returned to school as soon as possible. Please inform the school of any issues relating to your child (medical, behavioural, legal or otherwise) that you think may affect the employer's willingness to employ your child for work experience. Permission will always be sought before such information is shared, but please note that a placement cannot go ahead if permission is not received.**

As part of placement preparation and of continuing child protection, please encourage your son/daughter to discuss their placement, and the risk assessment, with you. If you feel that any issue raised during these discussions may need to be followed up by the school, please do not hesitate to contact Mrs J Stead who assists in the coordination of work experience or myself. On their return to school they will take part in a structured debrief and follow-up programme to enable them to apply their work related learning within their college course applications in Year 11.

Please encourage your son/daughter to prepare for their future, by using and relating their experiences in the world of work to their classroom studies. Please do not hesitate to contact me if you have any questions.

Yours Faithfully,

Mr Jones  
Head of Key Stage 4