

4th October 2021

Dear Parent/Guardian

Re: Year 10 Work Experience Monday 18th – Friday 22nd July 2021 (Monday to Friday inclusive)

We are hoping that Year 10 students will be able to participate in our Work Experience Programme this year starting Monday 18th July 2021. Please note that this is from Monday 18th to Friday 22nd July **inclusive**. Due to Covid and the subsequent lockdowns, we have decided that Work Experience placements can only take place during the Work Experience Week or during the holidays.

Work Experience booklets and forms will be handed out to Year 10 students in the coming week. I have attached copies to this email, and they can also be found on the school website. Attached are:

- Work Experience notes
- A questionnaire to help the students focus on where they wish to go
- Advice on Applying to Organisations
- A sample template for a Work Experience application letter
- Instructions on using the CSW internet database (this allows you to search for possible placements amongst a list of organisations who have taken students in the past and it can also give the student ideas of possible placements)
- The 3 Way Work Experience Agreement Form and the Health Declaration Form (both of which need to be completed by the student, the Parent/Carer and the placement provider once the work experience has been arranged). The forms then need to be handed back to the student's tutor.

Please can you read the notes with your child, work through the questionnaire and help them to personalise an application letter (and save it as a file) that they can then send out to potential placements. If students decide to e-mail companies requesting work experience it is still recommended that they attach the application letter. It is essential that they approach the possible work placement in an appropriate manner as companies/organisations have stressed how important first impressions are when applying for a job (see "Advice on Applying to Organisation").

Many placements are highly sought after and places go very quickly, so it is essential that students apply for preferred options as soon as possible. Please stress to your child that large numbers of requests may have to be sent out in order to get one positive reply (especially due to Covid) but this is developing learning and employability skills which are part of the reason for running the Work Experience Week.

Unfortunately, some businesses/organisations do not take pupils under the age of 16 (eg some animal welfare organisations) and it is very hard to get a placement where confidentiality and privacy is an issue (eg doctors and lawyers).

Please use the questionnaire enclosed to help you and your child to narrow down what type of placement would be the most suitable for them. It is important to look at what future aspirations they have, what their interests are and importantly where they can travel to at the time they are required to work.

There is also a booklet with instructions on how to find and use the internet database run by CSW. This website lists companies who have taken students in the past and allows you to search by area or/and job type. This does not mean they still take students or guarantee you a place but will help identify possible placements and provide ideas.

CSW also carry out the health and safety checks on all the places our students spend their Work Experience Week as long as they are within the CSW area (please see map attached). For placements outside the South West there is a further charge of £50 to get a Health and Safety check completed (which all placements have to have in order for the Work Experience to be authorised).

I have yet to hear if the hospitals are running observation weeks this year; I will let you know when I find out.

When the work placement has been agreed with the employer, please fill in **ALL** parts of the **3 Way Work Experience Agreement Form** (attached) and the **Health Declaration Form** (attached). **Please ensure that the placement has Public Liability Insurance and Employers' Liability Insurance. Pupils will only be allowed to go on placement if the employer has both insurances.** When you, your child and the employer have filled in all the sections, please return the forms to the student's tutor as soon as possible. Once the forms are handed in, the information is sent to CSW who will then organise the Health and Safety check.

The deadline for getting these forms completed and into tutors is the end of the Spring Term. Where possible, please do not leave it this late! This allows a little leeway before CSW's deadline which is not negotiable. Any placement received after the CSW deadline that doesn't already have a Health & Safety check will incur a £20 cost and there is no guarantee they will be able to complete the check in time.

If you have any concerns or queries please contact Mrs Cross: either phone the school on 01884 840458 or e-mail crossc@uffculmeschool.net.

Yours sincerely,



John Roberts
Deputy Head