

15th September 2018

Dear Parent/Guardian

Re: Year 10 Work Experience Monday 15th – Friday 19th July 2019

As you are aware from the letter and booklet sent home at the beginning of the summer holidays, your son/daughter will have to organise a Work Experience placement for the week starting Monday 15th July 2019. Please note that this is from Monday to Friday **inclusive**.

If your son/daughter approaches an organisation and they cannot take him/her for the actual Work Experience week but they offer an alternative date then we will try to accommodate this were possible **BUT** placements may **NOT** take place between the 16th April and the 2nd July 2018 due to revision, GCSEs and internal mock exams. Please note that a work placement will still need to be found for the actual work experience week.

Year 10s will be working on a letter in their PD lessons this month but I have also enclosed a template for a work experience letter. I will send an electronic copy to all the Year 10s on their school e-mail. If your son/daughter decides to e-mail companies requesting work experience it is still recommended that they attach the application letter. It is essential that he/she approaches the possible work placement in an appropriate manner as companies/organisations have stressed how important first impressions are when applying for a job.

Many placements are highly sought after and places go very quickly so it is essential that your son/daughter applies for his/her preferred options as soon as possible. Be aware that certain professions (e.g. architecture) may require your son/daughter to send out large numbers of requests in order to get one positive reply but this is good experience for what finding a job in the future will be like. Unfortunately some businesses/organisations do not take pupils under the age of 16 (e.g. some animal welfare organisations) and it is very hard to get a placement where confidentiality and privacy is an issue (e.g. doctors and lawyers).

Please use the questionnaire enclosed to help you and your son/daughter 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.

At the back of the enclosed booklet is information regarding how to find and use the internet database run by CSE Enterprise. This website lists companies who have taken students in the past and allows you to search by area or/and job type. Please also see map that shows the area they cover. This does not mean they still do or guarantee you a place but will help identify possible placements.

Please can your son/daughter contact Mrs Cross if he/she is interested in Musgrove Hospital/ RD&E or the uniformed services (marines/police).

When the work placement has been agreed with the employer, please fill in **ALL** parts of the **Work Experience Agreement Form** (enclosed) and the **Health Declaration Form** (enclosed). When the employer has filled in their sections, please return them to your son/daughter's tutor as soon as possible. In order for a placement to go ahead this form must be completed and handed in as this starts the process for authorising the Work Experience.

The deadline for getting these forms completed and in to your son/daughter's tutor is the start of the Summer Term. Where possible, please do not leave it this late! This allows a little leeway before the EBP-SW deadline which is not negotiable. Any placement received after the EBP-SW deadline that doesn't already have a Health & Safety Check will incur a £20 cost. Unfortunately there may also be an additional cost incurred if the placement found is outside of the EBP-SW area (please see map enclosed). Please check this with Mrs Cross.

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.

Once the placement information has been given to Mrs Cross, the school will pass details to the EBP-SW who will carry out a Health and Safety check before the school will agree to the placement (some employers will already have a check in place).

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