



**HEADTEACHER:**

Ms K. Littledyke | BA (Hons), MA, NPQH

Dear Parent/Carer,

**Work Experience 17<sup>th</sup>- 21<sup>st</sup> July 2023**

Year 12 students will be participating in Work Experience from 17<sup>th</sup> – 21<sup>st</sup> July. It is regarded as an important element of Sixth Form life and is also highly valued by universities and employers often being used as a discussion point during an interview. The placement should involve both work experience and work shadowing. It is possible to 'shadow' highly skilled people including professional and managerial personnel. To maximise their experience, students should not seek a placement where they currently work or where a parent is employed. Please also avoid **sole traders** as they do not hold the correct insurance.

The 'Information for Parents/Carers' booklet contains important information which you should read when considering a suitable placement for your son/daughter. **Please note that all placements must be covered by both Public and Employers Liability Insurances.**

**What do I need to do?**

- Step 1 -** Once a placement has been secured, complete page 1 and the top section of page 2 on the 'Approval & Consent form' (pink coloured) and return to school. I will then forward the form to the employer with some relevant information.
- Step 2 -** When the employer has completed the form they will send it to your home address.
- Step 3 -** Please check that the Employer's section has been completed **BEFORE** you sign the final parts of Section 4. The Approval & Consent Form is an important document and it should then be returned to school for processing.

All placements will be vetted on Health and Safety issues by an authorised body. **Please note that some of these checks can take up to 3/6 months to complete. The deadline for the return of the Approval and Consent Form with Step 1 completed is Friday 16th December 2022.** Competition for placements will be fierce with many local schools out at the same time so please encourage your son/daughter to find and confirm a placement as soon as possible.

Please do not hesitate to contact me if you have any queries about work experience.

Yours sincerely

Mrs T Parry

Careers Coordinator

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