



Headteacher: Mr I. Bryant

Founder Academy of the Mercian Trust

October 2018

Dear Parents/Carers,

Year 12 Work Experience: week commencing 8-12 July 2019

Work Experience is essential for students' development of skills and attitudes required for the world of work and awareness of strengths and weaknesses in a work-related situation. The whole process is good preparation for life beyond school, whether it be in support of a university application or grounding for future employment.

Our main aim for students is to give them an insight into working life and to give them the opportunity to work alongside adults, undertake new tasks and develop their self-confidence.

We support and encourage students to gain their own placements as part of their growth towards taking responsibility for themselves and to enhance independent learning. We hope that you agree that students will not only benefit socially and academically but will also find it useful in helping them to shape their thoughts about their future careers. If you are able to facilitate an opportunity for your son/daughter, we would ask that they still apply in writing for the placement to make the process realistic and that they won't be working directly with you. All placements **MUST** have Employers Liability Insurance.

Once an organisation has agreed to provide a work experience placement, our partners, Work Experience Support Services, may need to make a prior visit to ensure the health, safety and welfare of our students.

We hope that you will support us in our aim to give all our Year 12 students the opportunity to experience the world of work during the above week and would be grateful if you could complete and return the permission slip below.

Yours sincerely,

Jill Nock
Work Experience Co-ordinator

Year 12 Work Experience

I give permission for _____ to attend work experience week which commences on **8-12 July 2019**.

I understand and accept that the school is not responsible for the travel to and from the placement and that the placement is **unpaid**.

I will inform the school of any medical and health problems which may affect the placement.

Signed _____ (Parent / Guardian)

You can email this permission back to jnock@aldrigedgeschool.org or return to Mrs Elton or Mrs Stubbs.

COMMITMENTS

Work Experience calls for commitments from those involved in order for it to be successful. Employers, students and parents are of course, school all have responsibilities in this process.

The following is brought to your attention to illustrate those commitments: -

EMPLOYERS

- Make contact with students (meet or by telephone)
- Provide/arrange a programme for work experience designed to meet the student's needs
- Identify a member of staff to supervise the student whilst on placement
- Record and view the student's performance
- Accommodate visiting school staff where requested.
- Provide a health and safety induction for the student
- Meet insurance and health and safety requirements before the placement proceeds
- Help students with their transition from school to a workplace
- Help students gain an insight into the kind of skills and attitudes required in the workplace.

STUDENTS

- Be punctual everyday
- Wear appropriate clothing and footwear etc.
- Comply with the agreed hours of work and rules and regulations of the employer
- Inform the employer and the school of any absences during the placement period
- Behave in a mature, responsible and professional manner
- Establish lunch and break-time arrangements and to conform with them
- Identify and use the most appropriate means of travel to and from the workplace
- Contact the employer before the placement begins by telephone or (agreed) visit/interview to resolve any queries or questions
- Comply with school systems to record activities e.g. diary, log book
- Be prepared to take part in preparation and post work experience activities

PARENTS

- Consent to both the work experience programme and the proposed placement
- Provide support and encouragement before, during and after the placement
- Inform the school of any medical and health problems which may affect the placement
- Ensure that the employer and school are notified in cases of absence
- Be prepared to accept the working hours of the arranged placement
- Be prepared to accept the need for and nature of travel to and from the placement
- Be aware that students may not be supervised at lunchtimes and may be allowed off the employer's premises.
- To understand that work experience is unpaid and relies heavily on the goodwill of employers.

SCHOOL

- Committed to the use of placements offering a safe working environment with appropriate student supervision
- Monitor students during the week of placement
- Confirm that employers have current appropriate insurance cover
- Ensure that student debriefing raises learning and awareness from both good and bad experiences and to encourage the work ethos.