



KING EDWARD VI SCHOOL LICHFIELD

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Headteacher: Ms J Rutherford BA (Hons)

October 2019

Dear Parent/Guardian,

RE: YEAR 10 WORK EXPERIENCE (6th – 10th July 2020)

I am writing to inform you about the school's Work Experience Programme, which your son or daughter will be taking part in at the end of Year 10. The programme aims to provide students with **one week** in an employer's premises to see for themselves what the 'world of work' is actually like. Students will be expected to work a normal working day, which is often a shock to their system, especially when they discover that it tends to be much longer than a typical school day.

We encourage students to organise their own placement, as this is a valuable exercise in its own right. However, help is available via the school's Work Experience Administrator, Ms McDermott, who is available to provide some idea of Staffordshire companies that have offered placements in the past and to discuss possible options with students every Tuesday and Thursday (8:30 to 14:45) in the Careers Library - upstairs in the LRC. It is advisable for students to secure their placements as soon as possible, as July is a busy month for local schools carrying out their work experience and the best placements tend to get snapped up very quickly.

Those students studying geography who are intending to go on the Iceland trip have the option of organising their work experience placement during the final week of term (13th – 17th July). It's worth noting that there are limited places on the Iceland trip and not all students who wish to go will be able to do so. Therefore, it would be wise for students have a placement in reserve just in case they do not get onto the trip.

The school works closely with a company called Entrust to ensure that all health and safety, employer and public liability insurance details are completed and that the student will be working in a safe environment. The insurance position is somewhat complicated, and therefore you can find an explanation in Appendix B, below, about what is covered. The 'Health and Safety/Working with young people' form which we ask the employer to complete will be held by the school. If you would like to see a copy of this please contact the school. An outline of how the process works for securing a work experience placement can be seen in Appendix A, below.

All placements must be located within the Staffordshire and Birmingham region, although health and safety checks can sometimes be purchased for other areas within the UK (at a cost of £65.00). Unfortunately, placements abroad can't be sanctioned by the school. Due to the administrative costs of the work experience programme, which comes to roughly £30.00 per student, we ask parents to consider a voluntary contribution of £10.00, which can be paid through ParentPay.

The progress of students will be monitored by a member of staff either visiting or telephoning the employer during the placement and employers will be asked to provide a brief written report at the end of the placement. Students will be expected to complete a work experience log.

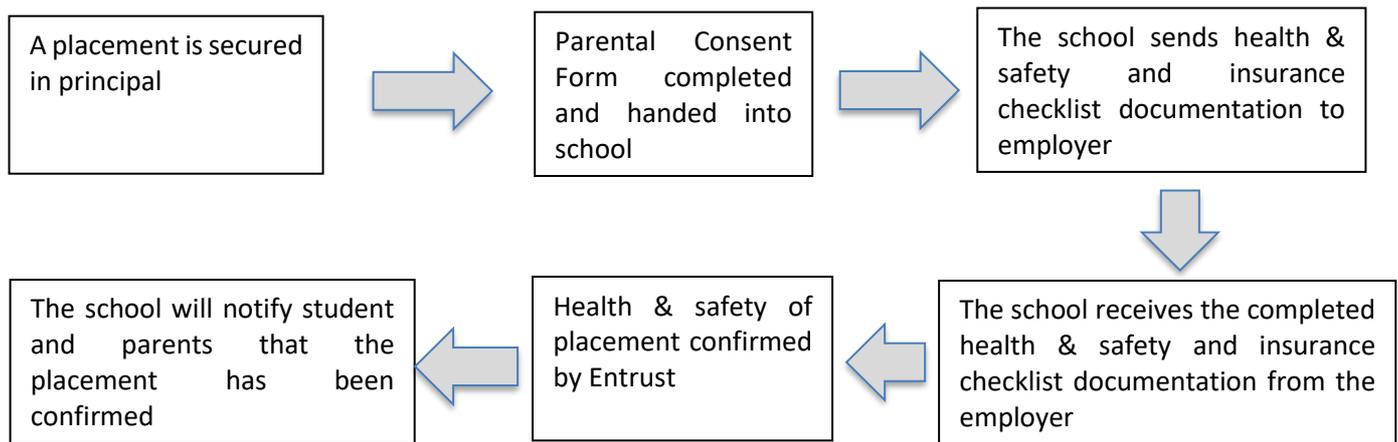
In order to allow time for the necessary health and safety checks to be carried out, all completed Parental Consent Forms (Appendix C) must be returned to Ms McDermott by **February 14th 2020**. Please don't hesitate to contact Ms McDermott or myself if you would like further information about the school's Work Experience Programme or if you wish to discuss the possibilities of a certain placement.

Yours faithfully,

Mr M Shaw

(Assistant Headteacher)

APPENDIX A – SEQUENCE OF SECURING A WORK EXPERIENCE PLACEMENT



APPENDIX B – INSURANCE COVER

1. Staffordshire County Council Indemnity Insurance

The County Council's indemnity policy will compensate any employer for any loss caused by your child's malicious negligence whilst on work experience, though it will not cover for any losses which are purely accidental.

2. Employer Liability Insurance

This protects the employer against any liability to pay compensation to employees injured in the course of their employment. Whilst on school-based work experience, young people are normally treated as employees, but we will have confirmed the employer's acceptance of the additional definition of employee as a student on agreed work experience. In certain cases, an employer may not have Employer Liability Insurance, as under normal circumstances this may not legally be required. However, where students are on work placement, they will not be allowed to attend a business without such insurance, unless that business is exempt under the terms of the Employer Liability (Compulsory Insurance) Act 1969. [i.e. if a student is closely related to the employer and there are no other employees or if the employer is an exempted organisation e.g. government department, etc.]

3. Public Liability Insurance

This protects both employers and employees against their liability to pay compensation to any third party – i.e. a member of the public – who may be injured as a result of the actions caused by the employer or their employees. We have confirmed that employers with pupils engaged in work experience are covered in respect of Public Liability Insurance no less than Employer Liability.

4. Personal Accident Insurance

This is automatic for any student in Year 10, Year 11 and Sixth Form whilst on any work related learning activity. The policy is administered by the County Council Insurance Service.

What does it mean for me if the placement does not have Employers liability insurance?

Some employers may not have employment liability insurance as they may be a sole trader or employ family members only. In the event an employer does not have Employers' liability insurance, **the responsibility remains with the parent/carer** and the decision to continue with the placement also remains with the parent/carer. The work experience placement and/or school cannot be held accountable for any injuries or illness the student may sustain as result of attending the work experience placement.

APPENDIX C - PARENTAL CONSENT FORM

Please return to the Careers Library or Student Reception

Name of Student: _____

Tutor Group: _____

Name and address of Company: _____

Telephone Number of Company: _____

E-mail address of Company: _____

Nature of Business: _____

Person Responsible for student whilst on work experience: _____

Telephone number of person responsible: _____

E-mail address of person responsible: _____

Please circle the appropriate response:

Will your child be working with a family member? **Yes / No**

Risk assessment and Insurance paperwork will be sent to the work placement, how would they like to receive this?
Email / Post (PLEASE ENSURE YOU PROVIDE A CORRECT AND VALID EMAIL ADDRESS)

In the event your child's placement does not have Employers Liability Insurance, are you happy for this placement to proceed? **Yes / No**

A care plan is a plan of action for the management of any medical needs during the school day.

Does your son/daughter have a care plan? **Yes / No**

If so are you happy for us to share this with the person responsible for them during their placement? **Yes/No**

I am willing for my son/daughter to take place in the work experience programme for one week from Monday 6th July 2020 and I **have completed all of the details above.**

Signature of person with parental responsibility: _____

Date: _____