



September 2018

Dear Parents/Carers,

### Year 10 Work Experience and Residential Visits Summer 2019

I am writing to inform you about the opportunities for year 10 students in the summer term 2019.

All students will be able to take part in the school's work experience programme, which will take place from Monday July 1<sup>st</sup> – Friday July 12<sup>th</sup>. The programme aims to provide students with at least 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.

Alongside this opportunity, departments also run residential overseas visits which they feel will benefit and enrich students learning in the classroom. The visits last for approximately a week meaning that students are still able to complete a week's work experience and providing students with the opportunity to take part in the visits without missing lesson time from the GCSE curriculum.

This year there are three departments offering an overseas residential. The visits are:

Department	Destination	Approximate cost	Dates
Business	Prague	£725	1 <sup>st</sup> -5 <sup>th</sup> July
Geography	Iceland	£1,000	1 <sup>st</sup> – 5 <sup>th</sup> July
History and German	Berlin	£675	9 <sup>th</sup> -12 <sup>th</sup> July

The visits will be offered to students studying each subject at GCSE in the first instance. If there are any spaces available after this, then it may be possible to open the visit to other students in year 10. Those students who are not planning on taking part in any of the trips are encouraged to find a single work experience placement for the **two weeks** or alternatively a different placement for each of the two weeks.

Due to the popularity of the residential visits if the visit is oversubscribed there will be a draw to allocate places following a deadline for expressing an interest in a visit.

Students are only able to take part in one visit. If a student is studying more than one of the subjects for which a visit is available, they should choose which visit they would like to take part in and express an interest in this, in addition they will be asked to pay an initial deposit to confirm their place. If places are available after the initial expression of interest and students have been unsuccessful in obtaining a place on their first choice visit they can ask to be added to the draw for one of the other visits.

If your child's behaviour record has been poor across the school, unfortunately we will not be able to allocate them a place on a residential visit for health and safety reasons. If your child is offered a place, it is on the understanding that their behaviour record remains at a standard which ensures they can be trusted on the trip, and that their behaviour will not compromise the safety of themselves or other students.

We encourage students to organise their own work experience placement, as this is a valuable exercise in its own right. However, help is available via the school's Work Experience Administrator, Mrs Hewitt, 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 (8:30 to 13:35) and Wednesday (lunchtime only) 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. All students, whether they are organising the placement on their own or not, need to see Mrs. Hewitt to ensure all paperwork is complete

The school works closely with Staffordshire Partnership, which is an organisation that ensures that all health and safety, employer and public liability insurance details are completed and that the student will be working in a safe environment. Once the placement is confirmed and all checks have been made, you will receive a parental consent slip which needs to be signed and returned to school. A copy of the Partnership's 'Form B', which details the company's health and safety policy, will be retained by the school. A 'Parent's Guide to Work Experience', provided by Staffordshire Partnership, is available on request.

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 minimum contribution of £10.00, which can be paid through ParentPay. This will be set up for contributions to be made shortly and a further email sent to notify you of this.

In order to allow time for the necessary health and safety checks to be carried out, all completed paper work needs to be returned to Mrs Hewitt by **February 15<sup>th</sup> 2019**. Whilst many schools have decided to cut back on their work experience programmes, we believe that students gain a great deal from their work based placements and we very much regard it as a valuable part of their education. Please don't hesitate to contact Mrs Hewitt or Mr Shaw if you would like further information about the school's work experience programme.

We appreciate that the process of allocating places to visits can be complicated and are keen to ensure transparency and fairness in allocating places on the visits. Individual letters about the visits will be emailed shortly to the parents and carers of students that are studying the subjects running the visits. Furthermore, although there will be a number of conversations about the options available in the summer, we are asking for deposits for the visits to be paid by October 10<sup>th</sup>. Please contact the school if you have any issues with this deadline.

Kind regards,

*C Forster*

Deputy Headteacher