12th October 2015

Dear Parent/Guardian,

**RE: YEAR 10 WORK EXPERIENCE (4th – 15th July 2016)**

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 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, as it tends to be much longer than a normal school day and unfortunately there is no payment involved. Those students who are intending to go on one of the three international trips (please note that there are limited places on these trips and not all students who wish to go on them will be able to do so) must plan their work experience for the second week and those going to Berlin will also need a placement for Monday 4th and Tuesday 6th July (although it can be the same placement as the second week). Those students who are not planning on taking part in any of the trips are encouraged to find a single placement for the **two weeks** or alternatively a different placement for each of the two weeks.

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| --- | --- | --- | --- | --- | --- |
| WEEK 1 | Monday  4th July | Tuesday  5th July | Wednesday  6th July | Thursday  7th July | Friday  8th July |
|  |  | History visit to Berlin\* (6th – 9th July) | | |
| Geography visit to Iceland\* (4th – 8th July) | | | | |
| WEEK 2 | Monday  11th July | Tuesday  12th July | Wednesday  13th July | Thursday  14th July | Friday  15th July |

\*These dates are provisional; hence there might be some slight alterations (separate letters from each department will be sent out)

During the placement, students will be asked to complete a work experience diary, which encourages them to think about aspects of the work they undertake and the Company for which they are working. On completion of the diary and placement, a certificate will be issued for the student’s Record of Achievement file.

All work experience placements must be organised through the school’s Careers Department and our Work Experience Administrator, Mrs. Hewitt, who will be available to help with the arrangements. Students may speak to Mrs .Hewitt about their placements on a Tuesday, Wednesday or Thursday – at break or lunchtime in the Careers Library (upstairs in the LRC).

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.

We encourage students to organise their own placement, as this is a valuable exercise in its own right. Students will need to secure their placements as soon as possible, as July is a busy month for local schools carrying out their work experience and a lot of local employers are cutting back on their placements, due to the current economic climate. Students who would like to get some idea of Staffordshire companies that have accepted students in the past can call in and see Mrs Hewitt who will go through the website with them. All students, whether they are organising the placement on their own or not, need to see Mrs. Hewitt to ensure all paperwork is complete.

Most students gain a great deal from their work experience and it should be seen as a valuable part of their education. The sooner arrangements are made the better as the administration of a placement can take some time to complete. We cannot guarantee that there will be sufficient time to organise a placement if a student has not followed through any instructions from Mrs. Hewitt at least two months prior to the placement dates. A ‘Parent’s Guide to Work Experience’, provided by the Staffordshire Partnership, is available from me on request.

Yours faithfully,



Mr M Shaw

(Assistant Headteacher)