

October 2020

**EMPLOYER : PLEASE RETAIN THIS SECTION OF
THE LETTER FOR YOUR RECORDS
PLEASE GIVE THE OTHER SECTION TO THE
PUPIL OR RETURN IT TO SCHOOL.**

WORK EXPERIENCE FOR: NAME OF PUPIL: _____ FORM: _____

Dear Sir/Madam

As part of the Work Experience programme at Thomas Adams School, we are trying to place Year 12 students in a placement of work for the period Monday 12th July – Friday 16th July 2021. We appreciate the struggles that companies have faced this year and would like to wholeheartedly thank you for considering assisting one of our students. Work Experience is intended to broaden the students' awareness, not only of specific occupations but of the general working environment. It is hoped that they may develop further the social skills and vocational interests they will shortly need in making the transition from school. Pupils may also gain a better understanding of industrial practice which will help them with design and technology modules.

Students should generally be treated as an employee, and follow the normal disciplines of the work place including any social distance policies you use. Thus they should work the same working hours as other employees, not school hours, but should not work more than 40 hours per week, inclusive of Saturdays. Any variations, if essential, to allow for travel arrangements etc, should be with mutual agreement of the school, yourselves, the students and their parents. Although they should not be paid, assistance with travel expenses, meals etc. is welcomed, if you so wish.

To ensure a successful placement it is essential that prior to the start, students clearly understand the exact nature of work that will or will not be offered. To ensure that students are suitable candidates, they should provide you with a personal information sheet for your consideration before you complete the attached placement form. This information sheet could also be used in any interview you may wish to conduct. Please can you ensure that you have the parental contact details of the student should you need to contact them before the start of the placement.

The Local Education Authority may also seek assurances, through the EBP (Education & Business Partnership), regarding health and safety and insurance, if this has not already been obtained, you will be contacted. Pupils may only attend a placement that is covered by the Employer's Public and Employer's Liability Insurance. EBP will also ask details of any COVID related documentation. We would also request that you brief pupils regarding health and safety within your organisation as soon as possible during a placement, including social distancing measures.

Once the placement form has been received by the school, no further administration is required. Students will contact you nearer the time to sort out dress code, hours of work etc. If any problems with the placement arise, please contact me as soon as possible.

The main objectives of Work Experience are for students to develop the social and work place skills they will need in future years. Therefore, they should undertake a range of tasks as would an employee, so they may gain an understanding of the purpose of the work and how it relates to the success of the company. Through this preparation for working life students learn to meet the appropriate standards of company behaviour, for example, timekeeping, dress sense, conduct and to appreciate the importance of good health and safety practice.

If you feel you can undertake this valuable commitment, may I thank you on behalf of the staff, students and parents and ask you to sign the proforma (and return it to the student or direct to the school).

If you would like to contribute in any way to the way in which Careers is taught in schools, please write to the School. Examples of employer contributions could be - mock interviews, visits by pupils, talks at school etc. If you have any queries regarding Work Experience, please do not hesitate to contact me.

Thank you.

Yours sincerely

J. Hargreaves

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