

October 2020

Dear Parent / Guardian

Parents/ Guardians: Please retain this section of the letter. Please give the other section to the school (pink sheet).

Year 12 Work Experience

I am delighted to inform you that this year it is our intention for Year 12 to have the opportunity to complete work experience. This year we will be offering students the opportunity to undertake a one week placement commencing on Monday 12th July – Friday 16th July 2021. I am writing to you, in the hope that by the time the placement week arrives, the situation will have stabilized to the point where employers are confident to take students and we can safely allow our students to undertake the programme. Should that situation not arise and the safety of your child cannot be guaranteed, which our main concern, I will have no choice but to cancel the opportunity.

I anticipate this year will be particularly challenging for your child to locate a placement, especially in the next couple of months. Also there is inevitably some competition for places within the Shropshire area with other schools. Students are therefore encouraged to start the process of finding a placement as early as possible. We would ask that parents and students talk about possible placements and the sort of experience the student hopes to have. Where parents and students may have their own contacts for such placements, it would be helpful for students to make an initial contact and enquiry.

In order to get all health and safety checks completed and for students to prepare for work experience students should aim to have all placements sorted by **Friday 12th February 2021** at the latest. This later date than normal is

What happens next?

- 1) Students approach a potential employer preferably, by letter, email or telephone.
- 2) Once the employer has agreed to offer the placement, the student should then give them an agreement form which must be signed by the employer (one of the pink forms) and the employer guidance sheet. You should keep a copy of the contact details and work times for your own records.
- 3) The agreement form should then be signed by a parent/guardian and returned to the School Reception along with the completed medical form (the other pink form). These letters are available electronically in the "Life after School" section of the school website.
- 4) Once both the agreement form and medical form have been completed and returned to school, the relevant health and safety checks will be carried out. This year the checks will include scrutiny of the placements COVID secure documentation and policies. We will accept Work experience forms through email via the _____ email

PLEASE NOTE:

At the time of writing our Health and Safety adviser is recommending placements of a high risk of COVID infection such as hospitals, doctors and schools should be avoided and applied to at a later date.

If your son or daughter is on a vocational course then it is expected that the placement will be related to their course in some way, and such students should speak to their teacher/course organiser as arrangements here may vary.

During the work experience period the individual student will, in effect, be going to work and will be treated as an employee and they will be expected to follow any social distancing policies the company have. It is not legally possible for employers to pay for work done during this time nor will it normally be possible to reimburse parents for any increased travel costs or expenses. Whenever possible, students should follow the same disciplines of the workplace as other employees, eg hours of work should be a full working day, not school hours. However, they should not work more than 40 hours in any week and work completed during school holidays or weekends is not seen to count towards work experience. Any variations to allow for travel arrangements etc. should be with mutual agreement of the school, yourselves, your son/daughter and the employer. If there are special requirements for the job or other difficulties then you should contact school for assistance.

Placements should be found by the pupils whenever possible, using the School's contacts if required. Making enquires and the initial contact is regarded as a valuable part of the overall exercise which students, rather than parents, should undertake whenever possible. Students should ensure they understand the nature of the work they are likely to encounter at the placement so that it meets their needs before they complete the necessary forms. If an employer only offers "observation" rather than "hands on experience" for example, or the work involves repetitive tasks, students should ensure that they understand the implications of such a placement. Wherever possible, it is encouraged that placements should not be part of the immediate family's business nor places that already offer regular part time employment to your son/daughter, although this is not binding.

Students on work experience are covered by the placement's own Employer and Public Liability insurances. Each organisation used must sign a declaration that such insurance exists. If an employer does not hold such insurance it will not be possible to allow any students to attend that particular placement. This does not include personal accident cover when no one can be shown, or held to be, negligent. Parents may, therefore, wish to take out additional insurance to cover this eventuality.

If you have any questions or concerns regarding work experience, please do not hesitate to contact me.

Yours sincerely

J Hargreaves

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In addition to this letter, you will need the following documents.

- 1) Letter to Employer*
- 2) Work Experience Placement Form*
- 3) Work Experience Health and Safety Form*

All of these forms are available electronically on the Thomas Adams School Website under the Links section in Life after School.