

3rd October 2022

Dear Parent / Carers

Year 12 Work Experience

I am delighted to inform you that Year 12 will have the opportunity to complete work experience commencing on Monday 17th July – Friday 21st July 2023.

Despite the Covid situation stabilizing, I anticipate that it will be challenging for your child to locate a placement. Also, there is inevitably competition for places within the Shropshire area with other schools; therefore students are 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 type 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 by our partner, Education Business Links (EBL), students should aim to have all placements arranged by **Friday 16th December 2022**. Although EBL provide students with an online database to support them (training will be provided), we believe it would be easiest if you return the pink and blue forms attached and we will process the application for you.

What happens next?

- 1) Students approach a potential employer. This can be done through direct contact via email, phone or in person with a company or through the EBL database.
- 2) Once the employer has agreed to offer the placement, ask them to complete the pink form with a signature from the company.
- 3) Complete the blue medical form for your child.
- 4) Send both forms into school to Mrs Evans.
- 5) Should your child change their minds or a placement fall through, you will need to contact the school in order for the previous placement to be replaced.

During the work experience period the individual student will, in effect, be going to work and will be treated as an employee. They will be expected to follow any social distancing policies the company may 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.

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. 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.

We highly recommend that any disabilities or medical conditions are disclosed to the company when approaching the company in order for them to be able to accommodate your child's needs.

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

Yours sincerely

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