

23<sup>rd</sup> October 2023

Dear Parent / Carer

## **Year 12 Work Experience**

I am delighted to inform you that Year 12 will have the opportunity to complete work experience commencing on Monday 15<sup>th</sup> July – Friday 19<sup>th</sup> July 2024.

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 sorted by **Tuesday 19<sup>th</sup> December 2023**. EBL have launched a new online submission platform for work experience, Grofar, where students will be able to access a database to search for previously approved placements and submit new ones.

What happens next?

- 1) The school will set up the online database system within the next few days.
- 2) Students will need to approach a potential employer. This can be done through direct contact with a company via email, phone or in person. Even if they have found a placement through Grofar, they need to speak to the company to confirm the placement.
- 3) Once the employer has agreed to offer the placement, your child will need to login to the Grofar website. This can be done using their school account and password. Instructions on how to log the placement will be on the Year 12 Teams page under Files. You will need key information from the employer including; address, telephone, email, lunch hours and an overview of what jobs you will be expected to do. If you are struggling, the website has a support area where videos show you how to do this. You will also need to send the placement the employer information letter.
- 4) Complete the blue medical form for your child and return it to Mrs Warr.
- 5) Once submitted, Grofar will send you an email to confirm you are happy for the placement to go ahead, this will be via the email address you have provided the school.
- 6) Should your child change their mind or should 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 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.

Making enquires and the initial contact is regarded as a valuable part of the overall exercise which students, rather than parents, students 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 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.

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

Yours sincerely

*J Hargreaves*

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