

Dear Parent / Carer,

Year 10 Work Experience: Monday 4 July 2022 – Friday 8 July 2022

We are organising a Work Experience Week for Year 10 students during the above week. This will involve students spending the week in a local company or organisation in conditions and on tasks as close as possible to those of regular employees, with the exception that the work is unpaid. We understand that since Covid some workplaces are still working remotely and as such, some placements may need to be online and involve working from home.

The aim of the placement is to provide an opportunity for young people to gain a first-hand insight into the world of work. The experience provides a valuable opportunity to assess and develop their employability and social skills in a new and adult environment. It is in this area that we have found in previous years that students have gained the most.

We strongly encourage parents to be involved in the process of finding work experience and to support students to find their own placement as we believe this to be an important part of the overall experience. Support will be given to students looking to secure their own placements with C.V.'s, phone calls etc. Where it is not possible for students to arrange their own placement they can apply for a school arranged placement.

All work experience placements will be health and safety checked by Safety Measures, the school's Health and Safety Provider. Further information about this can be found on their website: www.safetymeasures.work-experience.co.uk

We are always on the lookout for new employers and many of our previous placements have been supplied by family or friends of our students. If you or someone you know would like more information on how to take part in our programme, please email me at a.ellis@becketonline.co.uk.

1. Students applying for their own work experience placement

After choosing this option and returning the slip below, students will be given an "Employer Offer of Placement" form. This should be sent to the employer and returned to me by yourselves or by the employer directly.

(Please note the deadline for returning Employer forms is **not** Thursday 4 November 2021 – that is the deadline to let me know whether you will be organising your own placement or would like school to do so. Employer forms will need to be returned by Monday 21 February 2022)

2. Students applying for a school arranged placement

Students will be given a list of possible work experience placements to choose from. The student will then be allocated a placement but it must be noted that in some instances it is not always possible for them to receive their first choice of placement. Please also be aware that if there are insufficient placements some students may need to remain in school and take part in organised activities around work experience.

I would be grateful if you could sign and return the attached form to your son / daughter's form tutor as soon as possible. If you do have any queries, please do not hesitate to contact me. I am in the office Monday to Thursday from 9:00 am – 3:00 pm each week during term time and my email address is a.ellis@becketonline.co.uk

I look forward to communicating with you further regarding work experience.

Yours sincerely

Alison Ellis

Mrs A L Ellis

Work Experience Co-ordinator

PARENTAL CONSENT FORM

**Please complete and return to Mrs A L Ellis, Work Experience Co-ordinator
(via form tutor)**

PUPIL NAME:

Form:

**Please complete and return via the Form Tutor by
Thursday 4 November 2021.**

Please tick either 1) or 2) according to your preferred selection:-

- 1) I/we will be organising a work experience placement for my son/daughter and will require an Employer Offer of Placement Form sending home
- 2) My son/daughter will be applying for one of the placements arranged by school

Is there any information that the employer should be made aware of (e.g. medical, SEN etc)

Yes **No**

If yes please give details below:

I give consent for this information to be shared with the employer

I consent to my child taking part in the Work Experience Week 4 - 8 July 2022.

Signature(Parent / Carer) Date