

Dear Parent / Carer,

Year 12 Work Experience: Monday 30th Jan 2023 – Friday 3rd Feb 2023

We are organising a Work Experience Week for Year 12 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. It is the responsibility of the student/family to find a placement. If you are having difficulty please get in contact with myself and we will try and support.

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 w.experience@becketonline.co.uk

Once the student has found a placement the 'My Placement form' is to be completed and either emailed to myself w.experience@becketonline.co.uk or handed into my office on A Floor. **The deadline date for these forms to be returned is 11th Nov 2022.** You can find the 'My placement' form at the bottom of this letter and also on the school website by visiting the careers section. In the event that you cannot find a placement the 'My placement Form' must still be completed as this will then trigger the school providing you with extra support to find a placement for your child.

Once the 'My Placement Form' has been completed and handed in a "Employer Offer of Placement" form will be sent to the employer. This is to be returned to Mrs Salisbury by yourselves or by the employer directly. **It is very important that this form is received back into school no later than Friday December 9th 2022**

If you do have any queries, please visit our website on careers that has a section on work experience. A lot of the information and details can be found there. Alternately please get in contact with myself.

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

Yours sincerely
Mrs K Salisbury
Work Experience Co-ordinator

MY PLACEMENT FORM

Please complete by Friday 11th Nov and return to Mrs K Salisbury, Work Experience Coordinator
(via email w.experience@becketonline.co.uk or handed into her office on A Floor)

PUPIL NAME:

FORM:

- 1) I consent to my child taking part in the Y12 Work Experience Week Monday 30th Jan - Friday 3rd Feb 2023.

Yes	No
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- 2) We have found a placement for our child

Yes	No
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- 3) If yes, Please give the details of the employer below

Name of the employer

Name of the contact at the place of employment.....

Email address of the employer

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

Yes	No
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If yes please give details below:

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

4. PLEASE TICK IF RELEVANT TO YOU: We have not been able to find a placement for my child and will require some further help

5. I consent that this information can be shared with the employer.

Signature(Parent / Carer) Date