

Dear Parent / Guardian,

### **Year 10 Work Experience – 10th to 14th July 2017**

As part of the curriculum, students are to take part in work experience. This will take the place of school based lessons between **10th to 14th July 2017**. This letter provides information about the aims of work experience and practical details of how it will be organised.

Please find enclosed:

1. Work Experience 'Own Placement' student and employer details form (YELLOW)
2. Work Experience parental and employer consent form (BLUE)
3. Consent form (WHITE)
4. Student health questionnaire (GREEN)
5. Work Experience information leaflet
6. Advice regarding different occupational areas

Your son/daughter will be briefed about work experience via form time and assembly, as well as receiving more detailed briefing via PSHCE prior to undertaking their placement, including Health & Safety training.

Work Experience is an opportunity to enable students to:

- Understand more about the adult working world
- Increase their knowledge of particular jobs or careers
- Expand their awareness of their skills and talents
- Make connections between work done in school and the world of work
- Gain confidence and responsibility for themselves and others
- Develop their personal and social skills

### **Students are responsible for finding their own placements**

They can do this by thinking about occupations and areas of industry they are interested in and contacting relevant companies. I would be grateful if you could support your son / daughter in obtaining a placement as part of the work experience process. However, part of the learning process should involve independence, please don't do it for them!

### **In terms of finding a placement, there exist some conditions which students should adhere to.**

1. The placement should be located within a 20 mile radius of Henley in Arden School.
2. Students should seek a placement whereby they are not directly working with an immediate member of their family.
3. Students should not undertake a placement where they already have a part-time job
4. Placements should be of a 1 week duration
5. Only one Henley in Arden School student is permitted per Work Experience placement

Once students have identified a suitable placement, they must confirm it with me before committing to it. All placement details should be returned to me in the Pastoral Office Room.

I will then forward all relevant details to our nominated officer who is responsible for administering all necessary health and safety and insurance liability checks on the employers.

This is a costly but statutory element of work experience in the 21<sup>st</sup> century, and I hereby request that parents make a voluntary contribution of £25.00 towards these costs incurred by school. This will appear on your Parent Pay account.

Students who are struggling to find a suitable placement can see me. Contact names and details for placements that students from Henley in Arden School have undertaken in the past are on the school's website. Students are also advised that they can speak to students in Year 11 who were on work experience last year, as a point of reference.

Deadlines are very important:-

For placements outside of Warwickshire, I require details of placements to enable Health & Safety and insurance checks to be undertaken by **Friday 7<sup>th</sup> April 2017.**  
For placements within Warwickshire, the deadline is **Friday 28<sup>th</sup> April 2017.**

Obviously, the earlier placements are arranged, the better the choices will be.

**Please be aware that if these deadlines are not met, I cannot therefore guarantee health and safety checks on the placement. Consequently, I will not permit that student to go on work experience.**

I hope that you will consent to this valuable learning experience. Please contact me at school should you have any concerns or queries.

Yours sincerely,



N Thompson  
Work Related Learning Coordinator  
nthompson@henleyschool.com

### **ACTIONS**

I would appreciate your assistance with the following...

1. Complete the enclosed:
  - Consent form allowing your son/daughter to take part in our Work Experience programme and return it to school. Use Parent Pay to make your voluntary contribution.
2. **Only once a placement has been found:**
  - Return the Blue and Yellow forms directly to Donna Reynolds in the office alongside the completed student health questionnaire, which is Green.