

4th October 2018

Dear Parent /Carer,

Work Experience Scheme

W/C Monday 20th May – Friday 24th May

Our Work Experience Scheme in 2019 will involve your son/daughter undertaking a one-week work experience placement on the above dates. Work Experience takes a lot of organisation and I am sure you will appreciate the planning that it involves, thus we are preparing pupils early in advance.

We hope that every pupil will take part and it is hoped that these placements will be regarded with importance, as this is an excellent opportunity for your son/daughter to gain valuable employability skills and knowledge and an employer work reference for further studies / job applications.

It will involve pupils coping in an adult environment and experiencing different working conditions, relationships, hours of work and travel arrangements to those of a school day.

All pupils are encouraged to find themselves a suitable placement to make the process similar to applying for a job and therefore realistic and your son/daughter will have access to the Employer database that we use in school, which will allow him/her to research suitable WEX placements. All information to help with work experience is on our school web site under “**About US**” - “**Careers**”

The attached (Company details forms) will need to be completed for the placement to be organised and confirmed, as all placements will need to be Risk Assessed before students will be allowed to go on their work experience. Also, it is important that the placement has been agreed and signed by a member of the company, before the school makes contact.

For Health & Safety Verification of the placement, we will need a copy of the Employer’s Liability Insurance (ELI). Without ELI, the placement cannot be approved.

During the placement itself, the employer and student will be contacted to check there aren’t any problems and to discuss how the student is getting on. A member of school staff will either do by a phone call or via email this.

The student will be encouraged to keep a work diary during the placement, so that they can evidence the skills that they gain and the tasks that they undertake. This logbook will be provided by the school.

Also, please be aware that many Primary Schools will NOT offer placements to ex-pupils, or where siblings attend and this must be taken into consideration when making decisions about Work Experience choices.



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Telephone: 0121 533 3750 Fax: 0121 533 3799

The school reserves the right to NOT offer Work Experience in the case of poor attendance or unreasonable behaviour.

An attached form gives guidance and support for your son/daughter with Work Experience.

In addition, to support your son/daughter there will be a weekly WEX drop in session at lunchtime and afterschool with myself and this will be advertised in the school notices and via form tutors.

Please contact myself at the school office, should you have any questions regarding the Work Experience programme.

The deadline for the completed forms to be handed in is **Monday 25th February 2019**

Kind Regards,

S Wilkins

Sarah Wilkins
Careers Manager

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Oldbury Academy

I give permission for my son/daughter to participate in the work experience programme in year 10 in May 2019

Name.....Form

Signature (Parent/Guardian)..... Date.....

