

September 2023

Dear Parent/Carer,

Work Experience 2024  
**Monday 24<sup>th</sup> June – Friday 28<sup>th</sup> June**

Our Work Experience Scheme in 2024 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, knowledge and an employer work reference for further studies, job applications.

All pupils are encouraged to find themselves a suitable placement to make the process similar to applying for a job and therefore realistic. Your son/daughter will have access to the Careers team in school for support with this.

A company details form 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. In addition, it is important that the placement has been agreed and the form is signed by a member of the company, before the school makes contact.

For Health and Safety verification of the placement, we will need, from the chosen company a copy of their Employer's Liability Insurance (ELI). Without ELI, the placement cannot be approved.

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

The deadline for the completed forms to be handed in is **Friday 19<sup>th</sup> April 2024.**

It is important that all students take this opportunity to find themselves a suitable placement to visit. We will also be working with students who may be finding it difficult to find a placement but we will need to know what their interests are so we can help find a suitable placement.

We need parental consent for each student who wishes to complete Work Experience. Please look out for the consent link, which will be sent via text, this week.

**Deadline for consent is Friday 22<sup>nd</sup> December 2023.**

I will be writing to parents and students individually after February half term to let you know if I am still missing this consent.

Kind Regards,

A handwritten signature in grey ink, appearing to read 'D. Brittle', with a stylized, cursive script.

Mr D.S. Brittle  
Operations Manager / Work Experience Lead.