



Ref (MT-LD) Year 10 Work Experience (1)

October 2019

Dear Parent/Carer

YEAR 10 WORK EXPERIENCE

We are writing to inform you that all Year 10 students will undertake one week's work experience from **Monday 13th July until Friday 17th July 2020**. All students are expected to participate and they have been briefed on the work experience process in an extended assembly.

Work experience aims to provide young people with an opportunity to expand their awareness of the world of work, build confidence, increase economic understanding from outside the classroom and relate their studies to work and training.

We encourage our students to find their own work experience placements, as many of them will have interests in particular fields of work/occupations. Employers will expect students to have an interest in the area of work applied for and, as many of the placements are limited, often favour those who approach them directly. We recognise, however, that some support is necessary at this stage and would encourage you to discuss and support your child in the decision making and application process of finding their own placement.

There are a few areas of work where students in Year 10 are not allowed to apply for. These include, The George Eliot Hospital, University Hospital Coventry & Warwickshire, doctors' surgeries and solicitors' offices. This is mainly because of the confidentiality of patients/clients in these places of work. Some large firms, JLR & HORIBA-MIRA, for example, are not able to confirm work experience places until the spring. If your son/daughter wishes to apply to such firms, he/she will need a backup placement as not all applications to large firms are successful.

Furthermore, placements at Weddington Primary School and Nuneaton & Bedworth Leisure Trust must be arranged through Higham Lane School. If your son/daughter is interested in any of these placements please ask him/her to see Mrs Mitchell regarding the application process.

Please note that all work experience placements must carry third party public liability insurance & employer liability insurance. Your son/daughter will not be permitted to go to a work placement which does not carry these insurances.

Health and Safety preparation is essential when organising a work experience placement. In order to assist us with this, please can parents/carers do the following:

1. Read the accompanying leaflet 'A Guide for Parents/Carers', which includes further information. and
2. Complete the consent form to give permission for your son/daughter to take part in our work experience programme.
3. Please ensure you have completed an EV4 form. These were issued at the beginning of the school year but please find one attached for you to complete if you haven't completed one already or if details on the form have changed. A copy of this form will be given to the student

to take to his/her work experience employer so that they are aware of any health issues your child may have.

4. Be aware that under the Health and Safety (Young Persons) Regulations 1997 it is the employer's duty to provide information about the risks associated with any work experience placement to students and their parents/carers. The information must be given to the student and parents/carers before the placement starts and recorded on a risk assessment form, which is signed by the employer and a representative from Higham Lane School, and given to the parents/carers. **Please note, you will be asked to confirm receipt of the risk assessment electronically. If you do not reply then your child may not be able to attend the placement. If you have any queries regarding the risk assessment you must inform us immediately.** Students should make a pre-placement visit or phone the organisation to ensure that they are aware of the risk assessment.
5. Be aware that Work Experience Services (Warks) or Higham Lane School undertake all health & safety and insurance checks for each placement. Please be aware that 'Out of Area' placements will take longer for these checks to be completed and incur extra charges which have to be passed on to parents/carers. 'Out of Area' placements mean any placement that is outside of a 35 mile radius of the school.

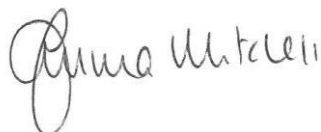
Parents/carers will be required to pay these extra charges (those in receipt of Pupil Premium will receive a maximum contribution of £30 towards the checks - parents/carers will need to pay the difference). Last year the average cost was £90 for an 'Out of Area' check. **Details of 'Out of Area' placements must be provided by Monday 9th December and the money paid as soon as the placement is confirmed in order that the checks can take place.**

Please ensure that all the forms are returned by **Monday 9th December 2019**. Please note that electronic/pdf versions of the forms are also available via www.highamlaneschool.co.uk/workexperience.

If you have any questions please do not hesitate to contact me.

Thank you, in anticipation, for your assistance and support with this important element of your son/daughter's education.

Yours sincerely



Mrs E Mitchell
Work Experience Co-ordinator and Careers Leader

YEAR 10 WORK EXPERIENCE CONSENT

Name of student:

Form:

I give consent for my son/daughter to attend work experience from Monday 13th July until Friday 17th July 2020.

Signed: **Parent/Carer**

Date: