



October 2023

RE: Year 10 Work Experience 15th – 19th July 2024

Dear Parents/ Carers

This week we are launching work experience with Year 10. The aim of work experience is to enable students to develop their employability skills and help with formulating plans for post-16 and beyond.

The success of work experience depends very much on the goodwill and co-operation of employers who offer the places. Over the years, we have built up a range of useful contacts as our students are always excellent ambassadors for the school. We are grateful for your support in encouraging your child to research and secure a placement promptly and, during the week itself, attend daily, punctually and in the right spirit.

Arrangements

The school is responsible for making sure procedures are in place as to the suitability of the placements. This involves making Health and Safety checks. If students have family members, or friends of family, with whom they can carry out their work experience that is allowed. Whilst the student is on a placement, the school will keep in contact with them to make sure the placement is progressing satisfactorily. Most placements are local. However, placements outside of Birmingham and virtual placements are also allowed. Any absence from work experience must be reported to both the school and the work experience employer. Students who have been unable to source a work experience placement will be expected in school. However, it is anticipated that if students are finding it difficult to source work experience then they should speak to Mr Ali or Mr Charlett *well before the deadline*. Mr Ali holds a list of contacts for potential placements in order to support students who are finding it hard to source a placement.

Duration

Work experience lasts 5 days from **Monday 15th July 2023 to Friday 19th July 2024**. Students should source and confirm their work experience to take place during these dates.

Payment

Students on work experience must not be paid, nor can the Education Authority or school accept any payment. If an employer wishes to reimburse students for the cost of travel, or provide free transport or canteen facilities, this is allowed.

Hours of work

These will be normal hours worked by young employees of the organisation concerned and no more than 8 hours in a day and 40 hours in a week. Starting and finishing times may vary depending on the type of work involved. Placements should not start before 7.00am or finish after 7.00pm depending on the availability of transport. When placements involve on-site work, travelling time is not included in the normal working hours.

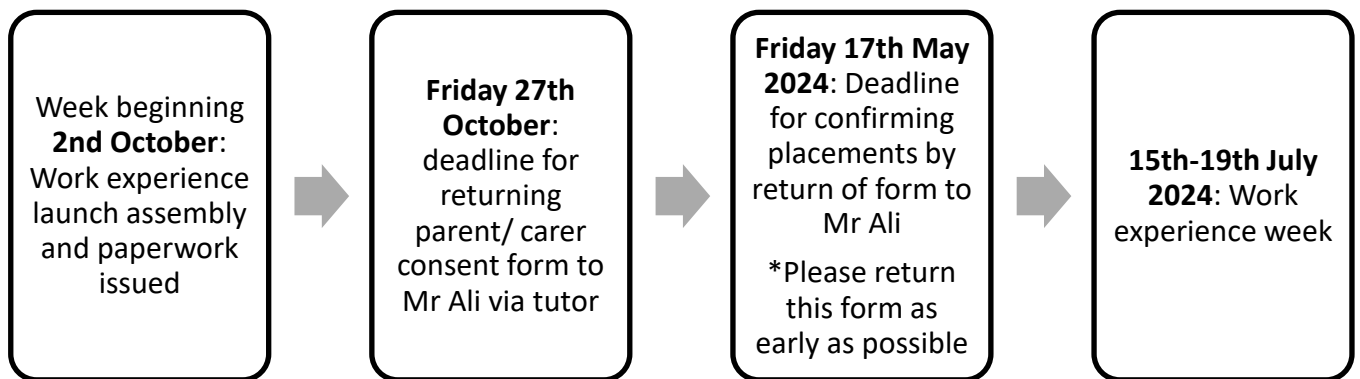


Health and Safety

In line with legislation, each employer must complete a risk assessment for each work experience placement. In addition, all employers are checked for health and safety and general suitability by our Health & Safety representative. If these checks are not completed before the start date your child will not be allowed to go to this placement. This is why we set a deadline for confirming places well in advance of the week itself.

Employers are also directed to give instructions on safety precautions and the reasons for them, whenever this is necessary.

Please see below a timeline, with deadlines, which has been shared with students:



Please sign the attached consent form and return to Mr Ali by 27th October. If you have any questions or queries about Work Experience, please do not hesitate to a member of the Sixth Form Team.

Yours sincerely

Mr T A Charlett
Assistant Head Teacher



Work Experience Consent Form

Return to: Mr Ali. Can be given direct or via form tutor by Friday 27th October 2023.

I/ We have read and understand the process of the Year 10 work experience.

I/ We understand that it is compulsory that our child completes a work experience placement from Monday 15th July – Friday 19th July 2024 and that they are expected to attend school if they have not secured a placement by that week.

Parent/ carer Name

Signature

Date

Student Name

Signature

Date





Work Experience Placement Confirmation

***Please return this form as soon as the placement is arranged to give time for health and safety checks.**

Your Name:

Your Tutor Group:

Company Details:

Name of Company _____

Address _____

Post Code _____ Telephone _____

Mobile _____ Email _____

Named contact _____

Position in Organisation (*if applicable*) _____

Type of work you would be carrying out:

Please indicate if the dates of the placement being offered are different to 15th – 19th July 2024 and the reason for this:

Please return to Mr Ali in the Learning Hub or via your tutor on, or ideally before, Friday 17th May 2024.