



September 2023

RE: Year 12 Work Experience 5<sup>th</sup>- 9<sup>th</sup> February 2024

Dear Parents/ Carers

This week we are launching work experience with Year 12. The aim of work experience is to help prepare students for the change from education to work by giving them the opportunity to take part in a one-week work placement. Work experience is a statutory part of post-16 educational programmes, enables students to develop their employability skills and helps with formulating plans for post-18 and beyond. However, Health and Safety issues may restrict what a student will be allowed to do whilst on placement and some placements, such as hospitals, are very limited in availability.

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 checking the suitability of placements. If students have family members, or friends of family, with whom they can carry out their work experience that is permissible. Whilst the student is on a placement, the school will keep in contact with them to make sure the placement is progressing satisfactorily. 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 a member of the Sixth Form Team *well before the week itself*. Mr Ali holds a list of contacts for potential placements in order to support students.

### Duration

Work experience lasts 5 days from **Monday 5<sup>th</sup> February 2023 to Friday 9<sup>th</sup> February 2024**. Students are to source and confirm their work experience to take place during these dates. In some circumstances students might find their preferred placements are only available at other times, such as during the holidays or prior to the allocated week. We can be flexible in exceptional circumstances, but the sooner students inform us of this, the easier it is for us to assist them.

### 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 permissible.



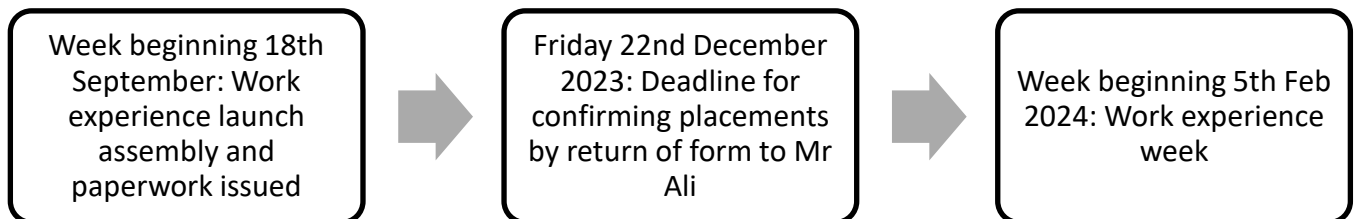
### **Hours of work**

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, typically, 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 2<sup>nd</sup> October. If you have any questions or queries about Work Experience, please do not hesitate to ask Mr Ali or a member of the Sixth Form Team.***

Yours sincerely

Mr T A Charlett  
Assistant Head Teacher



**Work Experience Consent Form**

**To: Mr Ali, Kings Norton Girls' School, Selly Oak Road, Kings Norton, Birmingham, B30 1HW**

**Return by: Monday 2<sup>nd</sup> October 2023.**

I/ We have read and understand the process of the Year 12 work experience.

I/ We understand that it is compulsory that our child completes a work experience placement from Monday 5<sup>th</sup> February – Friday 9<sup>th</sup> February 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

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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 are different to 5<sup>th</sup>-9<sup>th</sup> February 2024 and the reason for this:

\_\_\_\_\_  
\_\_\_\_\_

**Please return to Mr Ali in the Learning Hub on, or ideally before, Friday 22<sup>nd</sup> December 2023**

