



2nd March 2020

Dear Student and Parent/Guardian,

Year 10 Work Experience – Monday 13th July to Friday 17th July 2020

During July 2020 we are hoping to involve all Year 10 students in the school's work experience scheme, by offering them the opportunity to participate in a work experience placement for one week in July.

The main aims of work experience are to give students a first-hand insight into the world of work; to enhance their own personal and social development and to increase their careers awareness. We see this as an invaluable opportunity for students and we hope they will take full advantage of it.

The dates of the placement are **Monday 13th July to Friday 17th July 2020**.

To facilitate the success of the scheme, we would appreciate your help in assisting your son to find his own place. The placements may be found through personal contacts or by students writing to establishments or companies that interest them. If additional help in searching for placements is required, they can request help from the Careers Leader at school.

We advise where possible, for students to limit their placement to within the County or London area. Any student wishing to go out of County please contact the Careers Leader as soon as possible as it is essential that placements Out of County are arranged as soon as possible.

There is also helpful information for parents and employers from the Health and Safety Executive at www.hse.gov.uk/youngpeople/index.htm

- Following your son's sourcing of a work placement, please complete the WEX1 Form which gives details of any medical or educational needs. This should be given to the Employer who must be informed to ensure that they can provide a suitable work scheme in a safe environment.
- Having found a placement please ask the Employer to complete the WEX2 Form and then return this to you for agreement. Completion of this form means that before a placement begins, you will have information about the placement and the work experience your son will be participating in.
- Once the WEX1 and WEX2 forms have been completed, please return them to school with details of the Employers Liability Certificate. Please sign the Parental Consent box on WEX1 to confirm your agreement to the placement.
- We are only able to proceed with your son's work placement when we have this signed WEX1 Form which confirms you have read the information contained on the WEX2 Form and agree the placement can proceed.

- The school will then contact the named placement to ensure their suitability for students and that the relevant Health and Safety regulations and risk assessments are in place. Before the Work Experience begins you will receive confirmation of the placement

All of the above WEX 1 and WEX2 forms will be emailed out with an electronic copy of this letter and will also be available on Moodle and on the school website.

Please return all relevant forms to school at the earliest possible date, **but no later than Monday 27th April 2020** in order for the paperwork to be processed in time and to carry out the required suitability checks and administration. Students should be aware that placements not secured by this date and paperwork returned to school after this date cannot be guaranteed and may not be approved. Students have been made aware of this very important timeframe and we appreciate your support in ensuring that your son has organised their placement before this deadline.

We hope that all of the above will help students to find a valuable work experience placement.

If you are able to provide a work placement for more than 1 student, or have contacts who may be able to support us with work placements please do not hesitate to contact me.

Please contact me if you have any questions or require further information.

Yours sincerely

Mrs. T Walker
Careers Leader
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