

July 2020

Dear Parent/Guardian

In the summer term of Year 10 your son will take part in a week's work experience. Please make a note of the dates which are the **28<sup>th</sup> June – 2<sup>nd</sup> July 2021**.

Work experience is a highly valuable opportunity for all students to participate in and is a good source of evidence for their future college and career applications. Although this may seem a long way in the future, many other schools countrywide also choose this week and therefore places do go very quickly in the more popular placements.

The procedure for approving the placements is very strict, in order to maintain the safety of the students. All places have to be externally approved for the correct insurance and working conditions. It is important that students begin to look for placements as soon as possible in the autumn term, especially those who live out of county, in order to allow time for these checks to take place. Students will be given the opportunity in their PSHE lessons to search for, and email/write to, potential placements but they will need to do this at home as well to ensure success. Over the summer therefore please begin to discuss with your son the kind of placements they may approach, bearing in mind the following points:

- Consider an appropriate job in which the student is interested, even vaguely.
- Don't think they can just go to where he may already be working, look for something different to widen his outlook.
- Avoid placements with their immediate family.
- Think about how the student will travel to and from the placement.
- Placements must have public and employers liability insurance.

In September a further letter will be sent to you containing the appropriate forms that are required to be completed by the provider and yourselves, and these will also be available on the school website. These forms must be returned to school as soon as is possible, ideally before Christmas.

Boys hoping to find a placement in Somerset and some local counties will be given a PIN number to allow access to the Educational Business Partnership website which list all previously approved placements. Otherwise the use of Google and local business directories are a good starting point.

Yours sincerely



R S Willcocks  
Work Experience Coordinator