

Thurs 19th September 2019

Dear Parent

Year 10 WORK EXPERIENCE – Monday 6th July to Friday 17th July, 2020.

During this period the normal timetable will be suspended for all pupils in the year group. Your child is being introduced to the scheme in assembly during October 2019 and we would like to take this opportunity to explain to you what will be involved. A work experience leaflet will be provided on the website to give you more details.

Work Experience is concerned with giving pupils an understanding and experience of working life and enhancing life skills. It is not intended to be seen as a specific vocational experience. It will give pupils an opportunity to get first-hand experience of working conditions in a shop, factory, office or other place of work. It should help them to find out about their own skills and to see the links between the courses they are studying and the skills they need in the future. It will also give them responsibility; they will be expected to be punctual, independent and helpful to others.

Pupils will not be paid during this period because the Work Experience is part of their education. Pupils must know what distance from home they are able to travel and should consider travel plans carefully. Appropriate guidance and supervision will be given by a member of the employer's staff who will be responsible for the pupil. Pupils will not be allowed to use hazardous machinery during this time.

Pupils must find their own placement and complete the attached form. This form requires the placement/employer to fill in a number of details including hours of work and insurance details. This form is essential and the placement will not be able to go ahead without it. This form can be completed from now and needs to be returned to their **tutor, myself or the Year 10 office** as soon as possible but by no later than February half term 2020. Once this form is returned, the employer needs to be risk assessed to ensure the health and safety of our students. We use the company Mainframe to check all placements including current Employer Liability Insurance, which covers Work Experience Students. This is a long process so we would appreciate a speedy return of the work experience form.

During the period of Work Experience each pupil will be visited by a member of staff from school or receive a phone call and at the end of the placement the employer will complete a report of the pupil's performance and attitude. This report frequently proves to be a very useful guide for a potential employer when considering a candidate for a job vacancy.

In order to ensure your son/daughter is well looked after and comfortable whilst attending their placement, we need to provide some information to employers that we would normally deem to be confidential. For example, we will be letting the employers know emergency contact numbers, any significant medical issues or health problems your child may have and if your son/daughter will need extra support, perhaps as a result of an indicated special educational/health need. Employers will be asked to destroy this information once the placement has been completed. We therefore ask that if you do NOT want this information shared with the employer that you call the Year 10 Pastoral Leader, Ms B Hall on 024 76426219 before the end of April 2010.

Should you have any queries please do not hesitate to contact Mrs Day, the Careers Advisor & Work Experience Co-Ordinator. She can be contacted via email on: staffcrb@westcoventryacademy.org or by telephone on 02476 426237.

Yours sincerely

Miss Karen Weston
Assistant Headteacher