

PARENTS/CARERS GUIDELINES

This form is to be used if you are submitting your **OWN** placement (**NOT** from school database).

Ashby School employs the services of Leicestershire Education Business Council to complete health and safety vetting. All submissions on this form must have Employer Liability Insurance and Public Liability Insurance.

The areas they cover are: Leicestershire, Derbyshire, Northamptonshire, Nottingham, Lincoln, Rutland, Staffordshire and Hertfordshire. Also the following areas in South Yorkshire: Doncaster, Barnsley, Rotherham and Sheffield. In the Warwickshire area: Rugby, Atherstone, Bedworth and Nuneaton. The only Birmingham areas they will cover must be within the postcodes of **B77, 78 and 79**.

Please return forms as soon as possible. **Cut off date for submission is February 28th. Any submissions which do not fall into the above areas will not be processed as health and safety checks cannot be carried out. This is to safeguard the student and the employer.**

All travel arrangements are the responsibility of the student/parent/carer.

The hours of work may vary, this needs to be confirmed with the employer at the time of interview.

Employers must be made aware of any illness or special needs your child may have. This will enable the employer to offer extra support if required.

Signature of parent/carer..... Date.....

Office use only

Date form received at Work Experience Office.....



OWN PLACEMENT FORM

This form is to be used if you supplying your own placement and is NOT selected from the school booklet.

STUDENT DETAILS

M/F	First Name	Surname	DOB	Form
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Home address:.....

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Tel/mobile/email.....

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DETAILS OF COMPANY/CONTACT WHO ARE OFFERING PLACEMENT

Company name/address:.....

..... Postcode.....

Tel/mobile/email.....

Contact.....

Give brief details of activities to be undertaken whilst on work experience.

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Please read all notes overleaf carefully.