



6th January 2015

Dear Parents /Year 10 Students,

WORK EXPERIENCE – Monday 6th July 2015 to Friday 17th July 2015

Tarleton Academy believes that for some students work experience is a valuable opportunity, for some it reinforces their career choices – even if only to confirm what they do not want to do. For others it can be a turning point in making them realise what they need to do in their school work to make sure they secure the best possible career path.

After careful deliberation we would like to offer your son/daughter the opportunity to take part in Work Experience during July 2015. I have found that Work Experience for the vast majority of students is extremely valuable. Students have found it very useful to include information about Work Experience when applying for college courses, apprenticeships or jobs, using the employer as a reference.

Unfortunately, the government has withdrawn funding for Work Experience placements - this funding usually pays for the Health and Safety checks and the administrative processes in securing a work experience placement. **Therefore, there will be a cost to students if they wish to go on work experience which will be £26.50*per student - this will cover the cost of Health and Safety checks and administration. Students in receipt of Free School Meals will have this cost covered by Pupil Premium funding that the school receives.** Unfortunately if the deadline for forms to be returned is not met, the cost will increase and students may not be able to secure a placement.

In order to keep the costs this low, students will have to secure ‘self placements’ – students will have to find a Work Experience placement themselves and bring back the relevant paperwork. Students can organise a self placement for any number of days within the dates allocated, which can **fit around any excursions or fieldwork outings they may be involved in** during that time. They will have to **make employers aware of any organised dates when securing the placement.**

For those students not involved in work experience and/or trips, a timetable focusing on core skills will be formulated in school. This will be determined nearer the time once we know the number of students involved.

The vast majority of students find a self placement by approaching a firm directly; this could be through family or friends. The employer must then be checked for Health and Safety, Insurance Cover and the suitability of the activities planned for them. This procedure can be very time consuming and you will appreciate the importance of keeping to the deadline set for the return of any paperwork.

In choosing placements, students need to be mindful of possible health problems in some environments and if they have any allergies. They must make sure they can travel to and from work for the time specified by the employer, bearing in mind the

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cost of the transport as well as the location of the work place. They must also check if any special clothing is needed and whether it will be provided by the employer or if you will provide your own.

So that we can be sure of the suitability of the placement we ask that you complete and return the enclosed medical questionnaire for work experience purposes.

Please can you also inform the school office of any updated information regarding your son/daughter's medical details and emergency contacts.

Please discuss with your son / daughter the suitability of the choices they have made before the forms are processed. Personal qualities such as punctuality, reliability, responsibility, adaptability, co-operation, good communication and presentation as well as courtesy and patience are among some of the attributes, required in the work place. It is hoped that Work Experience will help to develop these further.

If your son/daughter would like to participate in Work Experience, the relevant paperwork will need to be completed and returned, along with payment by **Friday 6th February 2015**. **Please see below for details of forms needed:**

Medical Questionnaire	to be returned by	Friday 6 th February 2015
Self Placement Form	to be returned by	Friday 6 th February 2015
Certificate of Public Liability	to be returned by	Friday 6 th February 2015
Payment for Work Experience (£26.50) <i>(Cheques to be made payable to 'Tarleton Academy')</i>	by	Friday 6 th February 2015

Deadlines are set by Via, the external agency and need to be adhered to as they require time to complete the Health and Safety checks on the company agreeing to provide a placement for the student.

If you have any questions or wish to discuss this matter further please do not hesitate to contact me at school.

Yours sincerely,

Mrs J. Temple

*Students on free school meals would be covered by the school.

Attachments – reply slip with payment details, self placement form, medical questionnaire

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Reply Slip - Work Experience – 6th – 17th July 2015

Student name: _____ Tutor group: _____

I do / I do not wish my son/daughter to take part in work experience (delete as appropriate)

I enclose the sum of £26.50* for the cost of health and safety checks and administration.

*Students receiving free school meals will be covered by the school.

_____ **does / does not** (delete as appropriate) receives Free School Meals

Placement Details

Employer's Name

Employer's Address.....

Employer's telephone number

Checklist - Please return the following by 6th February 2015

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Payment of £26.50* -
All cheques are to be made payable to 'Tarleton Academy' |
| <input type="checkbox"/> | Medical Questionnaire |
| <input type="checkbox"/> | Self placement form |
| <input type="checkbox"/> | Certificate of public liability |

Please return all forms to Mrs J. Temple in the PDC.

Signature of Parent / Carer.....

Date.....

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Some useful Information

What is work experience?

The experience involves taking on the role of a young worker and engaging in work tasks, using and developing work skills, being involved in work procedures and experiencing work environments.

What are students expected to do on Work Experience?

The workplace experience may involve:

- Doing a job
- Helping someone to do their job
- Sampling a number of different jobs
- Carrying out specially constructed tasks or projects.

Can students find their own placement?

Yes, in fact this is the best way to obtain a placement, but there are a few guidelines to follow:

- A self placement form has to be completed
- Placements must be within the stated dates
- The placement has correct insurance and agrees to a Health & Safety check by Via Partnership.

What are the hours of work?

It is expected that the student will work the usual hours associated with the job chosen, however, it is illegal for them to work more than 40 hours per week. This may have an effect on any part-time work they do, if it takes them over 40 hours.

Are students paid for Work Experience?

Students are not paid for Work Experience.

What sort of clothing will be needed?

Should special clothing be required this will usually be supplied by the employer. Personal clothing and footwear acceptable to the employer are the responsibility of the student. Many employers will inform the students on the appropriate type of clothing required.

How will students be supervised?

Employers will normally have a named adult responsible for the student in the work placement. A member of school staff will contact the employer during the placement to check on punctuality, behaviour and progress.

What is the position regarding insurance against accidents?

Employers are asked to ensure their policies cover student work experience. Via Partnership check this aspect of the placement is in order.

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How will Tarleton Academy prepare the students for Work Experience?

The students will be well briefed in school. They will know what is expected of them. Information will be given during assemblies and during tutorial time.

What is required of Parents / carers?

Parents are asked to:

1. Complete the parents reply slip and medical form so that students can return them as soon as possible.
2. Discuss the students choice of placement, carefully, covering issues of time, travel, transport etc. And help the student to obtain the correct placement for them.
3. Sign the "Placement Agreement Form" which will be sent home with students once the placement has been confirmed.
4. Encourage the prompt completion of the Work Experience Booklet for return to school at the end of the placement.

What about emergencies?

Please, contact school immediately if there is any concern about the arrangements before or during the placement. Illness should be reported to the school and the employer if this means an absence from the placement.

Please note

If students choose not to take a placement, fail to find a placement or if their placement falls through, they will have to attend school for the two weeks.

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