



November 2019

Dear Parents / Carers

Re: Year 10 Work Experience Week 13th to 17th July 2020

In accordance with the statutory guidance from the Department for Education, Year 10 students will undertake work experience during the final week of the summer term 13th to 17th July 2020. Work experience provides a great opportunity for students to develop their self-confidence and personal skills; as well as gaining an insight into the real world of work. It can be an important stepping stone towards a future career as well as having a positive impact on their motivation towards examination success.

It is anticipated that students will 'self-place' through personal contacts and through their own personal enquiry. The process of finding a placement mirrors that of seeking employment and so all students are encouraged to take a lead in arranging their own placements with appropriate support from parents, work contacts and school staff. There will be no charge involved other than providing transportation and refreshments costs for your son during the week.

Please find attached a **self-placement form**, a **medical form** and the **'time line'** for the various documents to be completed and returned to school. Although the time line seems lengthy we would like students to secure a placement as soon as possible. Gathering the Employer's details on the self-placement form will take time to complete. The earlier confirmation the better as there is bound to be competition for places. Students should not delay in seeking out and securing a placement. Electronic copies of the forms can be found on the school website under *Parent and Students, Careers Education and Guidance, Work Experience*.

We value the links made with the community through work experience and know that students appreciate the employer's input. It is worth stressing that the experience need not be related to any final career in particular, as we feel that any experience within a work place environment is extremely valuable. If you are able to offer placements through your own business contacts to other students then we would also be pleased to hear from you. Following a launch assembly today, students have been made aware of the timeline involved i.e.

By 11th December 2019 or before- Students will need to indicate to their tutor that they are able to self-place and all forms returned accordingly.

By 12th February 2020 Final Deadline (Half-term) or before all self-placement and medical forms must be finally returned to your son's tutor who will log their return and pass these on to our admin team / careers team for final checks. *NB* no incomplete forms will be accepted. Full employer / student medical details are required to cover health & safety / safeguarding requirements.*

The majority of placements will present a low risk to your son and can be verified accordingly. However, if there are placements associated with 'high risk' practices that usually involve high risk prohibited machinery then this needs highlighting and a separate school visit/check may be necessary to outline the boundaries and safety practices that your son must adhere to. High risk placements will need to be discussed individually and authorised accordingly.

I hope that the information on the attached forms provided clearly sets out what the employer and the school expects; as well as what your son's entitlement is.

Do not hesitate to contact Mr A Shilton (Learning Intervention Manager) ashilton@sandbachschool.org for further details or clarification as required.

Yours sincerely

Sarah Burns
Headteacher