**July 2018**

Dear Parents/Guardians

**Work Experience - Year 10**

The purpose of this letter is to inform you of the Work Experience procedures and to seek your support and encouragement. The school places great value on work experience and it is part of the school’s policy to offer this opportunity to all eligible pupils. We also acknowledge the educational benefits your child will receive; confidence and independence are two of the most important factors.

The dates of Work Experience 2019 are Monday 8th July - Friday 12th July. It is **absolutely essential** that these dates are adhered to. There is no provision for other negotiated dates. There is a suspension of the Year 10 curriculum for this week and therefore it is important that all pupils are out on placements.

The following points need to be considered:-

1. It is important to point out that pupils should not expect to be paid.
2. We encourage the children to choose from the ‘approved placements’ in the work experience booklet. ‘Approved’ placements are those that have complied with all health and safety legislation, and that risk assessments have been undertaken and control measures are in place. You will be informed at a later date the nature of any significant risks at a particular placement should the need arise. Employers will, therefore, have ‘Employers Liability Insurance’ and ‘Public Liability Insurance’ but if additional ‘Personal Accident Insurance’ is required, parents are requested to contact an insurance company or broker.
3. There are a lot of schools out on work experience at this time and we strongly encourage your son/daughter to secure a placement as soon as possible. If this is proving difficult, please ask your child to speak with their tutor or see Mrs Smith for advice.

Later in the year the children will receive a further briefing but we strongly encourage a pre-placement visit by the pupil. This can be arranged after school, weekends or in the half-term holiday period. On no account are the children allowed to visit their placements in school time. It is essential that the pupils receive acceptance of a placement **in writing** (which they give to their tutor) before further contact is made by school.

Once a placement has been secured a ‘Work Experience Placement Form’ should be completed and returned to the school office, **no later than Wednesday 27th February 2019**. This will allow sufficient time for the placement to be processed and the relevant insurance and health and safety checks to be conducted.

Parental involvement in preparing pupils is an invaluable part of the programme and we ask you to complete the attached consent form, including medical information and return it to the school office.

Yours sincerely

Nicola Smith

Work Experience Co-ordinator

**Parental Consent / Health Questionnaire**

**Form of permission for a minor to participate in Work Experience**

I (name of parent / guardian):………………………………………………………………………..

of (address): ……………………………………………………………………………..…

………………………………………………………………………………..

………………………………………………………………………………..

Parent / Guardian of (name of pupil):………………………………… Tutor Group:…………….

who is a pupil at The Corbet School; hereby give my consent to his / her participation in Work Experience. I am also aware that the work experience dates for 2019 are Monday 8th July to Friday 12th July inclusive and understand that these are not negotiable.

Signature:………………………………………………………………. Date:……………………..

Has your son / daughter a medical condition which should be taken into account when choosing a work experience placement?

YES / NO (please delete as appropriate)

If YES, please give details:

……………………………………………………………………………………………………………

……………………………………………………………………………………………………………

**PLEASE RETURN TO THE SCHOOL OFFICE AS SOON AS POSSIBLE**