



# THE CORBET SCHOOL

*Headteacher Dr Jane Tinker BSc MA(Ed) EdD NPQH*

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. The school places great value on work experience and it is our policy to offer this opportunity to all eligible pupils. We also acknowledge the educational benefits your child will receive; confidence and independence being two of the most important factors.

The dates of Work Experience 2020 are Monday 6th July - Friday 10th 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 it is important that all pupils are on placements during this period.

With regards to placements, the following points need to be considered:

1. Pupils should not expect to be paid whilst on placement.
2. We encourage the pupils to consider the 'recently used employers' in the work experience booklet when choosing placements.
3. All placements will need to be 'Approved' by the organisation The Corbet School sub-contacts this work to. 'Approved' placements are those that have complied with all health and safety legislation, where 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 of 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.
4. There are a lot of pupils from other local schools on work experience at the same time as Corbet pupils; 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.

Prior to the work experience week, the children will receive a briefing; we also strongly encourage a pre-placement visit by the pupil. This can be arranged after school, on weekends or in the holiday period. On no account are the children allowed to visit their placements in school time.

Once a placement has been secured the 'Work Experience Placement Form' (found in the work experience booklet) should be completed and returned to the school office, **no later than Friday 28<sup>th</sup> February 2020**. This will allow sufficient time for the placement to be processed and the relevant insurance and health and safety checks to be conducted. It is essential that the pupils receive acceptance of a placement (verbally, by email or written) before returning the 'Work Experience Placement Form'.

Parental involvement in preparing pupils is an invaluable part of the work experience programme. Please complete the 'Parental Consent / Health Questionnaire' form and return it to the school office as soon as possible.