



# 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. This is why, even in the current climate, we would like to continue with arranging work experience for 2022. We are hopeful that year 10 pupils will get to undertake this learning experience, however we do appreciate that there may be difficulties in obtaining placements this year and therefore we will continuously review the situation.

The dates of Work Experience 2022 are Monday 11th July - Friday 15th 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. We advise pupils to approach employers via email, telephone and if appropriate to do so visiting places of work. If it is proving difficult for your child to secure a placement or needs additional support with this process, please ask your child to see Mrs Smith for advice or alternatively email [nicola.smith4@corbetschool.net](mailto:nicola.smith4@corbetschool.net).

Prior to the work experience week, the children will receive a health and safety briefing, they will also receive a handout informing pupils of specific details regarding the placement, such as appropriate uniform and start times. We strongly encourage pupils to arrange a pre placement visit, this can be carried out after school, on weekends or in the holiday period. On no account are the children allowed to visit their placements in school time.

At this stage of the work experience process we ask that children start actively looking for placements. Further information will be sent out in due course regarding how pupils are expected to log details of their

confirmed placements. We ask that pupils have their placements confirmed **no later than Monday 7<sup>th</sup> March**. 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 confirming the placement to school.

Parental involvement in preparing pupils is an invaluable part of the work experience programme. Please complete the 'Parental Consent / Health Questionnaire' Microsoft form as soon as possible if this is not possible, please contact Nicola Smith ([nicola.smith@corbetschool.net](mailto:nicola.smith@corbetschool.net)).

Yours sincerely

Nicola Smith  
**Careers and Work Experience Coordinator**  
**The Corbet School**