

Dear Parent/Carer

Broadoak School Year 10 Work Experience (2020)

Work experience is an opportunity for young people to gain an insight into the 'World of Work' and to help prepare them for the responsibilities and opportunities of adult life. All pupils are required to undertake a work experience of one working week.

Placements are defined as experience in which students carry out a range of tasks and duties more or less as would regular employees but with emphasis on the learning aspects of the experience.

Year 10 students from Broadoak School will be attending Work Experience on 29th June 2020 for 5 days. In the past, the process has been managed internally. This year we are asking pupils to find their own placements wherever possible. This will ensure that placements are matched more accurately to pupil's future career plans.

To arrange their own placement pupils will need to collect and complete a self-placement form. Please return the completed form to Mrs Peak as soon as possible and at least 8 weeks prior to placement. Health and Safety checks will have to take place by the Dean Trust Health and Safety Officer. This may involve a site visit from a member of Broadoak staff to ensure that the placement will meet Health and Safety guidelines.

If pupils are unable to find their own placement, please contact Mrs Peak as soon as possible so that she can assist in finding a suitable employer.

Please complete and return the enclosed permission slip and medical details to the school as soon as possible.

If your child is absent, due to illness, it is the parent/carer responsibility to inform the employer as well as informing the school.

If you have any questions or concerns or would like further information at this time, please do not hesitate to contact Mrs Peak at the school. We appreciate your support and co-operation for the Work Experience process.

Yours sincerely,

Mrs S Peak
Work Experience Co-ordinator

WORK EXPERIENCE PROGRAMME REPLY SLIP

I give permission for my son/daughter (name).....

Form.....

to take part in the Work Experience Programme commencing Monday 29th June 2020 for one week. All pupils are required to attend an appropriate Work Experience placement.

I understand that Work Experience is unpaid.

It is inevitable that with so many pupils involved in Work Experience, which some of the placements will be outside the local area and I give permission for my child to travel outside of Partington.

The student agrees to keep the confidentiality of the company where they are placed.

Medical information (including medication taken):

I agree that the information above can be disclosed to the company where work experience is being undertaken.

Student name.....

Student signature.....

Parent/Carer name.....

Parent/Carer signature

Date.....

If permission is not given to disclose relevant information onto the employer, then the student may not be able to participate in the Work Experience programme.