

September 2022

Dear Parents/Carers

### **WORK EXPERIENCE – JULY 2023**

Your child is now in Year 10, and, starting on Monday 3rd July 2022, will begin a week of work experience.

It has become increasingly difficult to provide placements for **all** Year 10 students, so a change of policy has resulted in students finding their own placements. This has worked extremely well over the past few years and students have developed the important skills of researching and applying for placements.

With the support of the tutor, parents/carers and Year 11 students, who participated in work experience last summer, Year 10 students should start to approach potential employers and ask if a week's placement is available. We have provided a model letter for them to adapt to help them with this first step.

Once a placement has been **secured**, the attached form should be completed and returned to me as soon as possible. **The final deadline for a placement to have been secured and the paperwork returned to Mrs Griffiths-Jones, is 5<sup>th</sup> December 2022.** It is important that this form is completed with care by the student, as it will be seen by their employer and it is important to create a strong first impression. Please attach copies of any correspondence between your child and the employer - ideally, a letter confirming the placement.

#### **Points to bear in mind:**

- The placement will be checked for Health and Safety, Public Liability insurance and Employer Liability insurance. A full risk assessment will be made.
- Consider the placement carefully and think about the location – will travelling there be difficult? The working day will be 9 am to 5 pm. in most circumstances. All travel and out of pocket expenses will have to be paid by the student.

I have prepared a guide to assist in the planning of work experience. Please read it through with your child, and if you wish to discuss any issues, please do not hesitate to contact me at school. In the meantime, I urge you to start researching as early as possible, because “premier” placements get taken very quickly.

Yours sincerely

Mrs A.Griffiths-Jones  
Life Skills Manager

**LUDLOW CHURCH OF ENGLAND SCHOOL  
WORK EXPERIENCE PLACEMENT FORM**



Student Name		Tutor	
Address			
Parent/Carer Email		Postcode	

**Monday 3rd July – Friday 7<sup>th</sup> July 2023**

<b>Please attach a copy of letter to confirm placement offer</b>	
Name of Employer	
Contact Name	
Contact Email	
Address	
Postcode	
Telephone Number	

General nature of the work to be undertaken while on placement

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Checklist	
Letter from employer	<input type="checkbox"/>
Insurance – Public Liability	<input type="checkbox"/>
Insurance – Employer Liability	<input type="checkbox"/>
Transport – I am able to get there	<input type="checkbox"/>