



**19<sup>th</sup> May 2022**

Dear Parent/Carer,

During the week of **10<sup>th</sup> – 14<sup>th</sup> October 2022** students in Year 11 will have the opportunity to complete a **2-day work experience** placement with a local organisation. The key aim of work experience is to give students a broader view of the world of work and of the skills and attitudes involved, so that they might be better prepared to face the transition to an adult work environment.

We are excited to be relaunching work experience after 2 years of disruption however plans for this year are different to previous years. **Please ensure you read this information carefully** to ensure you are able to support your child to obtain a suitable work experience placement.

Students in Year 10 are currently learning about how to apply for a placement in their PSHE lessons and have been introduced to the forms you will need to complete in order to confirm their placement. The application process is an important learning journey for students; how to make phone calls and letters of application will all be covered in these lessons. Students do need a lot of support from home to ensure they find a suitable placement and complete all the paperwork required by the given deadline.

This year, the paperwork needed for students to organise their work experience will need to be completed online. Once students have been successful in gaining agreement with an organisation for a work placement, they will need to collect the following information from the employer:

- Contact name; email address; telephone number
- Name of organisation; address including postcode
- Type of work experience being offered
- Dates agreed for placement (this must be 2 days between 10<sup>th</sup> – 14<sup>th</sup> October. They do **NOT** need to be consecutive days however students will attend school when not at a placement).
- Confirmation of employer liability insurance
- Working hours and arrangements for break times including lunch

Parents / carers are then required to complete the [Work Experience Agreement Form](#) and submit it by the deadline of **1<sup>st</sup> July 2022**. By completing this form you are agreeing that you are happy for your child to attend the placement on the agreed days and that suitable travel arrangements can be made. You are also agreeing that your child will attend school as usual when not at a placement. To complete the Work Experience Agreement Form you will need the information outlined above and the following information for your child:

- Student name & form group
- Emergency contact details for the placement dates
- Medical Information for your child
- Information about any additional needs (to ensure employer can provide suitable task / activities)

The school will then email the employer to confirm the placement and ask them to confirm appropriate liability insurance, risk assessment and policies are in place. Students will not be able to attend placements if this information is not received by school.

Once the employer has confirmed these details the placement arrangements will be confirmed with student, parent / carer & employer.

This year more than ever, we believe that students will be more successful in securing work experience placements using personal contacts including friends and family. We know that many local employers will be restricted in taking on students from local schools, due to changes in their working environments and practises. The Careers Team are available at lunchtime on Wednesdays & Thursday in the Careers Library (S16) to help support students in their applications.

Supporting documents, links and additional information for work experience applications can be found on the school website under the Parent / Carer section (<https://www.littleover.derby.sch.uk>). Students are also completing a Work Experience Action Plan in PSHE lessons to help them through this process. Please ensure your child works through this plan with you.

If you have any enquiries about the Work Experience programme then please do not hesitate to contact the careers team by emailing [careers.ed@littleover.derby.sch.uk](mailto:careers.ed@littleover.derby.sch.uk).

Yours sincerely,

*Jenni Oversby*

**Mrs Jenni Oversby**

**Co-ordinator of PSHE and Citizenship.**