### Date: 12 July 2018

Our ref: WorkExpsum

Reply to: L.Hay

### At: Borough Road Centre

**RE: Work Experience 10th- 14th December 2018**

Dear Parent/Guardian,

We are thrilled that your son/daughter has shown an interest in taking part in work experience. It is a wonderful opportunity and an experience that your child will never forget. The purpose of Work Experience is not necessarily for students to decide upon the career they wish to pursue; instead the emphasis is on working in the ‘real world’ and understanding how organisations operate, as well as working with different people and enjoying doing something new and interesting.

We have provided an assembly explaining the benefits of finding an own work placement, how to ask an employer for a placement and having realistic expectations e.g. working at Exeter airport for 1 week does not mean they will be flying passengers to another country!

**Finding Placements**

Finding placements for pupils has become increasingly challenging, particularly in:

* Law
* Animal Care
* Healthcare

We would therefore appreciate any additional support that you are able to give to encourage your child to find their own placement. Students will attend a ‘*How to Secure a Placement*’ assembly before the end of term in addition to this support and information on how to find placements and contact employers is available on the careers section of the school website: <https://careers.paigntonacademy.org/work-experience/>

Once students have found an employer they must ask them to complete the enclosed form and Parental Consent Form. This must be returned to Reception in the envelope provided. **Students will have until Friday 28th September to return the completed form.**

**Unable to secure own placement**

If your child is unsuccessful in finding their own placement we will do our very best to help them in securing a placement for December. We cannot guarantee that it will be in their chosen industry, but can guarantee that they will gain great insight into employment and how different the world of work is to school.

**Location**

Students may take part in placements outside of the county and country but the placements can only last 1 week.

**Transport**

The school is unable to pay transportation costs to and from placements.

**Health & Safety**

The law requires checks to be made on all placements with regard to Health & Safety and Insurance (employers must hold public and employer liability insurance). In the event of the schools external party not endorsing a placement, the pupil will **NOT** be permitted to attend. If the student does not attend an endorsed placement, or does not come into school they will be marked with an unauthorised absence. We will of course contact and advise you, should this apply to your child’s placement.

Should you have any further questions regarding Work Experience please do not hesitate to contact me. I will be available during the summer holidays through email: careers@paigntonacademy.org

Yours sincerely

## Mrs L. Hay

Careers Coordinator