



Dear Parent/Carer

Year 10 Work Experience

Thank you for returning the form expressing your child's interest in taking part in work experience. Due to the amount of organisation involved in setting up and confirming placements, the next stage is for us to let the Work Experience Team at East Sussex County Council (ESCC) know how many students we will be sending on work experience.

This pack contains information about the organisation of work experience together with the forms that need to be completed if your child wishes to participate on a work placement. To secure a place these forms have to be returned by midday on 31st January 2018 so that we can submit our numbers to ESCC.

Students not returning their forms by this date WILL NOT BE ABLE TO PARTICIPATE.

Date of placement:

Wednesday 3rd July – Friday 5th July 2019 (This is a three day placement).

Schedule:

Month	Activity
December	
January/February	<p><u>For students organising their own placements</u></p> <p>The Own Found Placement form will need to be completed and returned to school by Thursday 31st January. The school will then confirm the placement with the employer before forwarding the contact details to the Work Experience Team at ESCC to ensure Health & Safety checks are completed.</p> <p><u>For students opting to find a placement using the Aspire Database</u></p> <p>Students will be given an appointment to access the database and complete their preference form. They will be able to select four placements in order of preference. Once placements have been selected the school will contact employers to try and arrange a suitable placement. We cannot guarantee that one of these four places will be accepting places and students may need to opt again.</p>
June	<p>All students going out on a work placement will need to contact their employer and arrange a meeting prior to the start of their placement. This gives the employer and student the opportunity to meet and discuss any issues relating to the placement, how they are expected to dress, time they are expected to arrive and depart, nature of the work they will undertake etc...</p> <p>Students will receive a Health & Safety briefing and a session on how to prepare for</p>

	their placement.
July	<p>Whilst on placement students attendance will be checked and a monitoring visit will be made by a member of school staff to the majority of placements.</p> <p>On return to school students will have a debrief session and a chance to evaluate their work experience placement. They will also need to write a thank you letter to their employer.</p>

As we are unable to guarantee the type or nature of placement that can be secured as we are obviously dependent upon the generosity and good will of employers to accept students into their businesses. If your child has a particular interest then it might be worth you (or them) contacting any relevant employers to see if they would be willing to offer a work experience placement and then submitting an own found placement form.

Please be aware that for anyone considering a placement out of East Sussex there is generally a cost involved in checking Health & Safety requirements for out of county placements. The cost is dependent on what the local authority charges for the service. If you are considering an out of county placement please let us know as early on as possible so we can confirm any costs involved.

If you have any questions please email francesca.ocallaghan@bexhillacademy.org or Phillip.gordon@bexhillacademy.org

Yours sincerely

Francesca O'Callaghan

Head of PHSE & Careers

Documents Enclosed:

Work Experience Application Form - MUST BE RETURNED BY 31st January 2019

Work Experience Medical Information Form - MUST BE RETURNED BY 31st January 2019

Work Experience – A Guide for Parents/Carers/and Guardians

Own Found Placement Form - MUST BE RETURNED BY 31st January 2019 (for those finding their own placements)