

5 December 2016

Dear Parent/Carer

## YEAR 12 WORK EXPERIENCE

Work experience gives young people the opportunity for involvement in a workplace, helping them to understand how the world of work operates and how it differs to school. It also gives businesses the opportunity to raise their profile in the local area and to be involved in developing the workforce of the future.

At West Derby School Sixth Form, we believe it is of paramount importance that all students have the opportunity to take part in work experience. To that end, we will be devoting a week in July 2017, so all Year 12 students can take part in work experience.

This work placement should ideally link with your son's/daughter's career aspirations and the subjects they are currently studying. **It will be the student's responsibility to source this work placement.** We will organise all necessary paperwork including risk assessments and insurance cover. If a student is unsuccessful in securing a placement, we will assist, however we cannot guarantee that it will be tailored exactly to the student.

We are sending this letter now so that students can begin their search for a work placement early and secure their place. The majority of businesses that we have worked with in the past require a minimum of 12 weeks' notice before a placement can begin.

I would be grateful if you could assist your child with their search and please feel free to contact us if you or your child are struggling to find an appropriate place.

I would also like to take this opportunity to ask that if you yourself or your place of work/organisation are interested in taking students on work experience to please contact me at [d.feeney@westderbyschool.co.uk](mailto:d.feeney@westderbyschool.co.uk).

Attached with this letter students will find a check-list to get them started on their search. Further information is also available on the school website.

Further details will be sent later in the year regarding the logistics of work placements.


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If you have any initial questions or concerns, please do not hesitate to contact me through the school office or via e-mail.

Please have your child return the completed reply slip to their form tutor no later than **Friday, 9<sup>th</sup> December 2016.**

Yours faithfully

A handwritten signature in black ink, appearing to read 'Feeney', with a stylized initial 'F' and a period at the end.

Mr Feeney  
Head of Sixth Form



### WORK EXPERIENCE AIMS

In order to maximise the outcomes of work experience, it is important that you understand the purpose of work experience. It will allow you to gain:

1. Generic skills: experiencing work, including following working routines, working with adults, undertaking new tasks, developing confidence. You may also wish to use the placements to focus on, for example, improving motivation by highlighting the links between learning in school and working life, or on raising awareness of opportunities in work or learning.
2. Understanding and developing employability skills.
3. Learning outcomes related to subjects. These are particularly relevant for students on vocational courses and are more often a feature of placements for post-16 learners – does your work placement match your subjects?

### STUDENT CHECK LIST – WORK EXPERIENCE

**The date for work experience is July 2017 (final date tbc):**

1. Ask your parents to read the information letter on the front of the pack so that they are aware of what you need to do and how they can help you.
2. Make sure that you read through the pack to ensure that you know what the procedure is and when the deadlines are.
3. Research places of interest.
4. Write application letters (school will help with this).
5. Keep a record of where you have applied.
6. If you have not received a reply after a couple of weeks, telephone to check that your application letter has been received and politely ask if they have the opportunity to consider it.
7. When you have received an offer you wish to accept, complete a work experience form (available from Mrs Speed) and return to school.
8. If you are lucky enough to be offered more than one placement, make sure you decline any you are not going to accept to enable other students to access them.
9. When you receive your job description, risk assessment, consent forms envelope, make sure all relevant forms are completed and returned to Mrs Speed ASAP. Your place will not be confirmed in writing by school until this is received and you could lose it if time passes and they think you are not really interested!

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10. Do not wait until the last minute in the hope that it will sort itself. The longer you leave it, the more chance there is that companies will already have made offers to other students and deadlines will be missed.

11. If you are not sure what to do at any time, please ask Mr Feeney or Mrs Speed ASAP.

**Remember:**

- You cannot go to a placement that has not been authorised;
- A placement will not be authorised after the deadline has passed;
- You cannot go another week due to exam/coursework time constraints;
- If you do not secure a placement, you should attend school as normal.

**YOU WILL NOT BE PERMITTED TO PARTICIPATE IN YOUR WORK EXPERIENCE IF IT HAS NOT BEEN AUTHORISED AND SCHOOL ARE NOT IN RECEIPT OF YOUR SIGNED CONSENT FORMS**

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**PLEASE DETATCH AND RETURN TO YOUR FORM TUTOR**

**REPLY SLIP: (Please return to your Form Tutor)**

<p><b>STUDENT'S NAME:</b> _____ <b>FORM:</b> _____</p> <p>I am happy for my son/daughter to take part in a work experience week (date to be confirmed)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>I may be able to offer other students a week's placement at my organisation/business.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/></p> <p>Please forward any details about possible placement to <a href="mailto:d.feeney@westderbyschool.co.uk">d.feeney@westderbyschool.co.uk</a></p>
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