

Our Ref: SA/WorExp2019

Date 9th January 2019

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Dear Parent/Carer

Work Experience Year 10 – Monday 8th July – Friday 12th July, 2019

Work Experience is a valuable opportunity in helping our students to prepare for the world of work, giving them a taste of a potential career and most importantly for the student to gain the independent skills of searching for a job, contacting an employer and fulfilling a role within an organisation.

The school values your support in encouraging your son/daughter to make arrangements as soon as possible. It is a legal requirement for the school to independently health and safety check each placement. I am sure you will appreciate this process takes a significant amount of time and we want to ensure that if there are any problems students can find a satisfactory alternative placement.

Students will have the ability to access a work experience database run by Work Experience Support Services. The placements on this database have been visited by the company and are willing for any student to contact them regarding a work experience placement. Other schools within the locality are using this database and so employers will be receiving calls from a number of students, sometimes this may mean that they are not willing to take more than one student per academic year.

Once the student has found a placement that they would like to attend for their work experience week they will be able to print out the employer details. They should then contact the employer by phone or a personal visit to enquire whether they would be able to take them for their work experience for the designated week. If students get a verbal or written agreement the next stage will be to complete the placement form and return this to the school Careers Office.

Students should consider travel arrangements when choosing their placement. The database has a very useful link to a map of the company, which allows students to research bus and train routes.

In order for our students to complete a meaningful placement we would also like to give them the opportunity to use personal contacts or independently approach employers in a field of work which appeals to them. It is important if you source your own placement that you ask the employer to confirm that they have a current employer liability insurance policy and request the details from this to add to the form. Work Experience Support Services will then contact the employer and arrange to do a health and safety check. If the placement is considered to be 'out of area' this may incur an extra cost which may have to be passed on to parents (this would probably be in the region of £50 - £100 depending on where it is).

To access the Work Experience Support Services database you will need to visit <https://www.workexperiencesupport.co.uk> and then enter the username and password which will be given to the student. The password can be changed when the student logs in for the first time. The site also contains links to templates and examples of Curriculum Vitae and letters to send to employers. How the company uses the data is explained here: https://www.workexperiencesupport.co.uk/articles/39/Privacy_Notice

If you need any further help please do not hesitate to get in touch by telephone or email, careers@wilnecotehighschool.org

Yours sincerely

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Deputy Head

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