

Headteacher: Christopher Anders BA (Hons) MA

December 2017

Dear Parent/Guardian

Year 10 Work Experience

You will be aware that Year 10 students will undertake a two week work experience placement in the Summer Term.

Work experience can contribute to an individual's development by:

- Increasing motivation to study
- Clarifying the relationship between the curriculum and the outside world

We believe that the learning that takes place during this two week placement and the subsequent follow up work that is undertaken in school after the placement is invaluable to many students' maturation, not only as a person, but in terms of their general career thinking.

Park Community School students currently undertake their work experience placements in the Summer term of Year 10. Our dates for this year are **Monday 25 June to Friday 6 July 2018**.

As a school we work with a partner organisation EBP South, who help organise and manage work experience placements for our students. EBP South has a database of employers who are prepared to offer their time and services to facilitate our work experience needs.

At this stage we would like to emphasise that we talking about work experience and not a job trial.

Representatives from the EBP South have been in to school to work with students to explain their computer-based database, booking process, own placement organisation and to provide all students with log-in details. Students will be able to use the system wherever internet access is available, this means that students will be able to search and apply for placements at home as well as in school. Parents/guardians will also be able to track the progress of the student's applications by logging on to the website.

It is possible for students or their parents to arrange for an 'Own Placement'. This would be with a company or organisation that you have approached yourselves.

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In these circumstances the 'Own Placement' form would need to be completed by this employer, and yourselves; EBP South would then contact the organisation to discuss the aims and objectives of work experience, to check on the working environment ensuring that it was safe and suitable for young people undertaking work experience, and that the organisation had the relevant employers' liability insurance. This form can be collected from Mrs Mitchell in the school reception.

Note: You cannot apply for Online and Own Placements at the same time.

We will require all students to complete either an 'Own Placement' form, or complete the online application process during which they can give up to four work experience choices, along with information about which geographical area they can get to and transport details. Students and parents must make sure that the students are able to get to the placements they apply for. You need to do this before you submit the application.

Your signature on a consent form will be required and indicates that you have read the form and approve of your child's placement choices. Please only choose occupational areas that they are genuinely interested in and can get transport to and from.

In previous years the government has provided funding for these placements, however due to the reduction in government funding, this is now paid for by the school. The school is happy to do this however if a student chooses a placement and gets accepted, then decides they do not want to go, we will pass on the cost of changing the placement to the students. This is currently £35 but may change.

Ideally we are aiming for all students to have applied for a placement by the end of January 2018. Once they have a placement confirmed, it is the student's responsibility to contact the employer and arrange an interview.

Should you require any further information or clarification, please do not hesitate to contact me.

Yours faithfully

Candice Reynolds

Candice Reynolds
Careers Coordinator