



Smithdon High School
Mrs A Gibbins
Headteacher
Downs Road, Hunstanton
Norfolk PE36 5HY
Telephone: 01485 534541
e-mail: office@smithdonhigh.org.uk
website: www.smithdonhigh.org.uk

Ref: SFa/NW

28 November 2024

Dear Parent

RE: Work Experience

We are very excited to be able to invite your child to participate in the Smithdon High School Work Experience Programme, which will take place from Monday 14 July until Friday 18 July 2025 (inclusive).

Work experience provides an opportunity for students to undertake full time work, in an environment that differs significantly from that of school. The purpose of work experience is not necessarily just 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 and the skills that employers are seeking, as well as working with different people and enjoying doing something new and interesting.

Your child has started the initial lessons explaining the process for Work Experience 2025 and are embarking on creating a CV, finding suitable placements, then making applications to employers.

Process

1. Students are asked to initially begin to consider where they might like to apply to for their work experience placement.
2. Students are having sessions to create their own CV and investigate potential placements.
3. Students and parents will complete an application consent form before the company is contacted.
4. Paperwork will be completed by the school and employer, and any high-level risk assessments/health and safety checks will be undertaken.
5. Letters and consent forms will be sent to parents giving full details of work placement risks/health and safety for final sign off.
6. Students will be issued with work placement requirements – e.g. hours of the day, work breaks, uniform etc.

Help and Support

Help and support from family members and staff is encouraged. However, it is important that students complete the application themselves as this is a valuable part of the Work Experience Programme and will help to develop their understanding and ability to complete future job/course application processes.

Finding Placements

Students are encouraged to find their own placements and have been guided to talk to yourselves and friends of the family for potential positions.



Students will of course be assisted in school to find placements within industries of their interest but a large factor of work experience is to develop their independence and we have previously found that discussions at home can be hugely beneficial in securing placements.

Health and Safety

The law requires that checks are made on placements with regard to Health & Safety and Insurance documentation. We ask employers to complete the necessary forms and provide us with copies of relevant insurances. Only placements that are deemed to be high risk will be visited and assessed by our external party. Should we deem a placement to be unsuitable, the planned experience will not be permitted to go ahead. All other responsibilities lie within the agreement of the student and parent.

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 directly via email: s.fairweather@smithdonhigh.org.uk

Yours sincerely

Miss S Fairweather
Careers Leader