



Smithdon High School
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Ref: SFa/NW

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Dear Parent

Re: Work Experience

I am very excited to be able to invite your child to participate in the Smithdon High School Work Experience Programme, which will take place on Monday 12 July to Wednesday 21 July 2021.

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, 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 2021 and will continue through to the application stage by creating CVs and finding suitable placements before contacting employers for placements. We are aware that in the current climate, with the difficulties of Covid, that some employers are not able to take students, however there are many that are fully Covid-safe, operating successfully and so are in a position to offer placements. We hope that the situation remains, in the very least, stable and will enable us to run the programme next summer.

Process

1. Students are asked to initially begin to consider where they might like to apply for their work experience placement.
2. Students will have 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 staff and family members is encouraged. However, it is important that students complete the application themselves as this a valuable part of the Work Experience Programme, and will help to develop their understanding and ability to complete future job or course application processes.

Finding Placements

It can be very difficult for students to find work experience placements at the same time, especially in the current climate.

We would therefore appreciate any additional support that you are able to give to encourage your child find their own placement.

Health and Safety

The law requires that checks are made on placements with regard to health and 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 a 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.

Please do not hesitate to email s.fairweather@smithdonhigh.org.uk if you have any further questions regarding this matter.

Yours sincerely

Miss S Fairweather
Careers Leader