

15th October 2019

Dear Parent/Carer

Year 10 Work Experience, Week Commencing 13th July 2020

In order to prepare for the world of work, all of our Yr10 students are given the opportunity to undertake a period of Work Experience to support their studies. I am writing to outline the process at Hungerhill School. Students will experience a one week placement during week commencing 13th July 2020. This valuable experience will help your son/daughter to build key skills that employers will be looking for in the future.

All students are tasked with finding their own work placements and they can do this by: -

1. Using their own personal contacts for example – friends, family.
2. Contacting local employers – this can be done by email/phone call or by calling in personally

It should be emphasised that work experience is not intended to represent a student's career choice, but rather an opportunity for them to experience the discipline of the 'world at work'.

- Students will be required to work the usual hours of the employee at the workplace (this may include weekends and late nights depending on the placement).
- All employers offering work experience placements must have Employer Liability Insurance and be checked to ensure that they meet Health & Safety requirements.
- During the week of the placement, employers will be contacted by a member of school staff to monitor the student's progress.
- If students fail to attend their placements, they must attend school.
- It is the responsibility of the parent/carer to inform both the school and the employer if the student is unable to attend the placement on any day.

Attached is a Student Arranged Placement application form which needs completing and signing by employers, parents and students and must be returned to school by Friday 28th February 2020 at the latest.

Work experience presents a new challenge for students, who will hopefully benefit from their placement on a personal level, and be better prepared to cope with the demands that they will face in adulthood. I trust you will encourage your child to make a success of the experience and support Hungerhill School in delivering this important aspect of your child's curriculum. If you require any further clarification or wish to discuss work experience for your child, please do not hesitate to contact me or Mrs Gratton in the Careers Department.

Yours faithfully



Mrs J Monk
Head of Careers and Examinations