



HUNGERHILL LANE
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5 October 2023

Dear Parent/Carer

Re: Year 10 Work Experience – Monday 8 July – Friday 12 July 2024

Hungerhill is proud to be one of the few secondary schools in Doncaster to still offer work experience for our students. Work experience provides an excellent opportunity for students to gain an insight into the working world, develops important skills and boosts confidence. To complete our thorough preparatory work and for the work experience week to run smoothly, we ask for your support to ensure students are happy with their placement choices and have the best possible experience.

We would encourage students to gain work experience in an area that interests them or an area that they have decided to pursue post-16. However, some students might not be sure what path they want to take or the work experience in certain fields might not be practical at this stage. We would like to stress that it is not always important that the placement exactly mirrors career aspirations: employers often refer to the transferable skills that young people need to develop; therefore, it is often more valuable to consider the type of working environment and the skills they wish to develop such as communication skills, ability to work in a team, motivation and increasing their confidence etc.

We delivered our introduction to work experience assembly to students this week and they have been given a work experience agreement form and an employer letter. Once a student has found their own placement, their Agreement/Consent Form will need to be completed and signed by the student, parent/carer, and the employer - **without this, students are not able to start their placement.**

If there are any students who need help searching for a placement, we will be sending out a database of employers as soon as possible.

The final deadline for return of completed forms is **9.00am on Monday 19 February 2024**. Completed forms must be handed into Mrs Gratton, Careers Lead. Students should not hand their form to any other staff member apart from Mrs Gratton as this can cause issues with forms being lost or given to the wrong person. Mrs Gratton's office is in the library, next to IT1 and there is a post box if Mrs Gratton is not available.

Upon completion of the Agreement/Consent Form, a member of staff from an external provider will then contact the employer and complete the relevant Health & Safety inspection visit and Young Person's Risk Assessment prior to the student commencing their placement.



Things to consider:

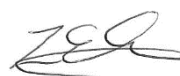
- Before handing in the Agreement/Consent form, please make a copy so you have all important details such as employer contact details, working hours, dress code etc. Please make note of the start and finish times - where these are out of school hours, or if a student finishes early (i.e., during the normal school day), parent/carers are expected to take responsibility for them.
- **Employers must be local to the Doncaster area**, out of area placements will be looked at on an individual basis but cannot be guaranteed due to workplace health & safety visits, please contact Mrs. Gratton.
- **Employers must hold Employers Liability Insurance**, if this is due to expire before the placement commences, an up-to-date policy must be provided before the placement commences. Our Health & Safety inspection company will need to see evidence of this. If ELI is not in place, the student will not be able to attend the work experience placement.

Finally, thank you for your support in preparing our students for work experience. It is an excellent opportunity to shape a young person's perception of the world of work.

Yours sincerely



Mrs L Gratton
Careers Lead



Miss Z Elson
Associate Assistant Headteacher

