



Our Ref: LDN/Year 10 Work Experience Introduction

Station Road, Burgess Hill,
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17th October 2017

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Principal: Jon Francies

Dear Parent/Carer,

Work Experience – 9th to 13th July 2018

Further to my presentation at Year 10 Achievement Support Evening, Year 10 students at the Academy will participate in work experience during the week of 9th to 13th July 2018. However I do need to make you aware that it is planned that the Somme trip is scheduled to run in the same week as work experience. This would be a limited places trip and students are advised to plan to undertake work experience until they receive confirmation that they have a place on the trip. Should your child wish to attend the Somme and take part in a work experience placement, there will be the opportunity to do so in the week following the Somme trip (16th to 20th July). However, this placement will need to be sourced by your child/yourself and approval will be given by the school for the proposed work experience on an individual basis. Please be aware that you will be informed of any charges incurred for the Health and Safety assessment when you submit your proposal.

From employer, student and parent feedback, the Academy recognises the value that this experience offers our students. Issues regarding funding in West Sussex persist and there is still no allocated funding for work experience. In order to run a safe and successful work experience programme, we would ask for a voluntary contribution of £20; this money will help to cover the cost of the Health and Safety assessments which now have to be undertaken by a 3rd party through Northbrook College for each placement on the work experience database. Payment of this can be made on-line or by cheque payable to the Academy. Please post in an envelope marked with your son/daughter's name and work experience in the red post box in 'A' block.

What makes for a successful work experience?

We have found in the past that the work placement that students enjoy and gain the most from tend to be ones that students have found themselves. I would encourage students to contact local businesses in an area that they are interested in.

However, to assist students who are unsure which area they would like to work in to make their choice, there is a database provided by Northbrook College. This database has a range of work experience providers on them. Full details and guidelines on how to use the database are attached.

This database is a guide and **not a guarantee**. Circumstances may result in a placement not being available during our work experience week; therefore an early selection is crucial in providing the best opportunity for securing a placement choice.

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What happens if we want a placement which is not on the database?

If students wish to work with a placement which has not previously been a work experience provider or is not on the database, details should be submitted to me by email. I will then request a Health and Safety Assessment. It should be noted that the placement will not be authorised unless the company have Employers and Public Liability Insurance worth £5Million (even if the company is owned by a family member).

How much will the Health and Safety Assessment cost?

A new work placement in Sussex which is not on the database will be subject to additional charge of £25. This cost is generated by Northbrook College undertaking additional Health and Safety checking processes.

For any work placements sought outside Sussex, Health and Safety Assessments are undertaken by the local Council which incur an additional cost. Details of this cost can be obtained from me prior to requesting the placement. Without this assessment, a placement cannot proceed. Unfortunately parents must bear the full cost of the assessment. Experience shows us that this may range from £30 to £80 dependant on which county.

What happens next?

Students will have a form on which they make their selections. This form must be handed directly to me. I will then date stamp the form to ensure that requests are dealt with in the appropriate order. There may be cases where choices are not appropriate for the students; I will then contact parents to discuss. Once a placement has been confirmed, students will receive details via their tutors.

At the beginning of June, students will be given the Work Experience Agreement form and further information. This form must be signed by both parent and student and a copy returned to me in order that the placement may proceed.

Guidance will be given in the run-up to the week by their tutors during tutor time and during their Citizenship lessons. When on work experience, they will be regarded as an employee of the company or organisation with which they are placed and will be expected to work the employee hours and to adhere to their regulations, but will not receive payment for the work undertaken; it is for experience only, and is not aimed at securing future employment, although opportunities may arise in the future as a result of a successful placement. During the placement, students will complete a Work Experience diary and guidance on this document will be given during Citizenship lessons.

If you have any queries, please do not hesitate to contact me on ext. 108 or by email at ldorgan@theburgesshillacademy.org.uk.

Yours sincerely



Mrs L. Dorgan
Widening Participation Co-Ordinator



