



13 February, 2019

Year 12 Work Placement Week

Dear Parent/Carer,

This year we would like our Year 12 students to attend a week's work placement from **Monday 15th July to Friday 19th July 2019** in order to enhance their education and prepare them for the world of work.

Students are encouraged to find their own placements via personal contacts or by writing to companies which are of interest.

The main objectives of work placement week are to help students:

- Understand how industry and commerce operate;
- Find placements related to their choice of career or university course to increase motivation;
- Prepare for their personal statements, university or apprenticeship applications or curriculum vitae.

In order to support our Year 12 students, we are embarking on a series of lessons each Tuesday during registration which are designed to help them write successful CV's and covering letters. Each session will provide clear success criteria for students to aim for when working out which companies to contact and what a good CV and cover letter look like. However, they will also require students to complete tasks in their own independent time outside of lessons in the period running up to February half term. Please could we ask that you support your son/daughter's progress with this by taking an interest in this endeavour, and ensuring he/she is bringing the necessary preparation work to Tuesday morning sessions. Our aim is to ensure that each student has produced a CV and cover letter by the time we break up for the half term break, so that over half term students are in a position to start applying for their placements.

As it is the student's responsibility to find and arrange his/her own work experience placement, **the school will not vet or carry out any checks in relation to the placement provider, either before or during the placement.** Parents and students must ensure that they are happy with the work experience arrangements. Closer to the time, the sixth form team will be checking and confirming that students have made their own arrangements and found placements. We will also be asking for confirmation from the placement that they have a Health & Safety Policy and we will need to see a copy of their liability insurance. In addition, we will also send an information leaflet "Young people and work experience" for the employer to read prior to the placement starting.

The health and safety executive recommends that anyone who organises work experience placements should satisfy themselves about the health and safety and insurance arrangements of the placement provider. More information about work experience can be found at <http://www.hse.gov.uk/youngpeople/workexperience/>.

Please can you sign the attached form to confirm that you have read and understood the position regarding work experience and return it for the attention of Mrs McKay by March 1st 2019. We recognise that a small cohort of our students are completing the Gold Duke of Edinburgh Award during this time and will support finding an alternative set of dates for work experience with them based on their individual needs.

Kind Regards,

Katie Thompson

KS5 Deputy Achievement Leader

For the attention of Mrs McKay

I give permission forTutor Group.....to take part in work experience from **Monday 15th July to Friday 19st July 2019**

My child will be spending their work placement at(name of company)

Under the supervision of or contact name.....

Supervisor's (or contact) email address.....

Supervisor's (or contact) telephone number.....

Please sign each of the following statements:

1. I confirm that I have read the school's letter dated March 2017 and understand I am responsible for organising the work experience placement for my son/daughter.
2. I understand Cox Green has not under taken any health and safety, safeguarding or insurance checks in relation to the work experience placement and does not vet employers or visit the premises either before or during the placement.
3. I understand that I am responsible for ensuring that the work experience placement is safe and appropriate form my son/daughter and accept that the arrangements are made entirely at my own risk.

Signed.....Parent/Carer