



BISHOP CHALLONER CATHOLIC COLLEGE

Dear Parent/Carer,

**Year 10 Work Experience
Monday 3rd July - Friday 7th July 2023**

As a school we are always looking to improve and develop our Work Experience programme. One way in which we hope to enhance the chances of our students gaining the placement of their choice is to start the application process much earlier. Your son/daughter was recently given information in form time and a brief introduction to the Work Experience programme and what it entails. This has also been sent to you and your son/daughter via Classcharts. More information including consent forms can also be found on our school website on the Careers Hub using the link shown below:

<https://bishopchalloner.org.uk/about/careers/parent-carer-zone/work-experience>

Work experience is a valuable milestone in a student's academic career and can positively challenge their pre-existing ideas of the workplace. Your support in assisting them to find a suitable placement is therefore immeasurable.

Once they have secured a placement they must complete the 'Confirmation of Work Experience Placement' form enclosed and return it to their Form Tutor or Mrs Newton as soon as possible. Medical/Consent forms also need to be signed and returned.

All placements have to be health and safety checked, a service paid for by the school. **Please be aware that if companies do not have Employer Liability Insurance or if they are sole traders they will not be approved.**

Do you work for a company/organisation that takes on Work Experience students? Do you own/run a company that has taken on students or is considering it? If the answer is yes to these questions and you feel you could offer a placement to a student please get in touch.

I trust that you will support your child and assist them in finding a suitable placement, should you require any further information, advice or guidance please do not hesitate to contact me by emailing b.newton@bishopchalloner.bham.sch.uk or call 0121 441 6120.

Yours faithfully,

Mrs B Newton
Year 10 Work Experience Co-ordinator

Mr S Clarke
Head of Year 10

Principal - Dr J Coughlan

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Work Experience 2023

Information for Students and Parents

Work experience will put your child in a completely new environment and give them the opportunity to gain understanding of the world of work. They will gain a first-hand understanding of the roles, responsibilities and skills associated with real working days.

The programme will help your child's self-confidence and will give them a chance to improve important life skills.

All pupils are encouraged to find their own work experience placement but the interest, support and encouragement from you, before, during and after the placement is crucial. Exciting opportunities often come from valuable friends or family contacts.

Health & Safety

- All companies participating in Work Experience will undergo a 'Health & Safety Inspection' carried out by an outside organisation to ensure their suitability, this is paid for by the school.
- These checks also ensure that employers have the correct level of 'Employer Liability Insurance'. If a proposed placement does not have this insurance, it cannot be authorised. Please note that this insurance does not cover your child on their journey to and from their placement.
- Students must understand that they have responsibilities for their own health and safety and that of others during the visit. They must follow all health and safety instructions and use the protective equipment and clothing they may be required to use or wear.
- Students must follow any COVID-19 measures that the organisation has put in place.
- Parents must provide the employer and the school with any information on the student's medical and special needs that may be relevant to their safety and that of others on the visit and state that they are happy with the travel, visit supervision and lunch arrangements. It is essential that we have the most up to date contact details for you in case of illness or accident. This will assure that all steps have been taken to safeguard our students. You must also provide any other information that would be relevant about the student e.g. any involvement with the Youth Offending Team or Criminal Record.
- **General Data Protection Regulation** - To enable us to process a placement for your son/daughter you are agreeing and signing to say that you are happy for this data to be shared with the placement provider.