



# BISHOP CHALLONER CATHOLIC COLLEGE

7<sup>th</sup> October 2019

Dear Parent/Carer,

## Year 10 Work Experience Monday 22<sup>nd</sup> June - Friday 3<sup>rd</sup> July 2020

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 will have received a comprehensive Student Information Pack last week and are expected to start the process of finding a placement as soon as possible if they haven't already. This pack will also be available for you to download under the 'Careers' section of the School website.

We require you to assist your child in securing a suitable Work Experience placement. Although we will source a small number of placements through providers that assist us every year, the majority of placements will need to be found independently by the students with your assistance.

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 Reynolds as soon as possible. Medical/Consent forms also need to be signed and returned.

**Please note that if your son/daughter is attending the History trip, week commencing 22<sup>nd</sup> June, they will only be expected to find work experience from 29<sup>th</sup> June – 3<sup>rd</sup> July.**

All placements have to be health and safety checked, a service paid for by the school. The inspectors' request 12 weeks' notice to carry out these checks, therefore all placements need to be finalised by **Friday 27<sup>th</sup> March 2020**. **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 then please contact me as soon as possible so that more information can be provided on exactly what is involved.

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 [r.reynolds@bishopchalloner.bham.sch.uk](mailto:r.reynolds@bishopchalloner.bham.sch.uk) or call 441 6144.

Yours faithfully,

Mrs R Reynolds  
Year 10 Work Experience Co-ordinator

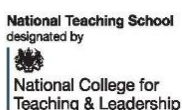
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## **Work Experience 2020**

### 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.
- 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.