



# BURSCOUGH PRIORY ACADEMY

Burscough Priory Academy,  
Trevor Road,  
Burscough,  
Lancashire L40 7RZ

Telephone: 01704 893259

Email: [enquiries@burscoughprioryacademy.org](mailto:enquiries@burscoughprioryacademy.org)

Website: [www.burscoughprioryacademy.org](http://www.burscoughprioryacademy.org)

Executive Headteacher: Mrs L. A. Gwinnett

Ref: 2020 KCO/ESC

Dear Parents,

9<sup>th</sup> December 2019

## Year 10 Work Experience 6<sup>th</sup> July - 10<sup>th</sup> July 2020

Within our wider family of schools under Endeavour Learning Trust and now at Burscough Priory Academy we believe that work experience provides a valuable opportunity for all of our students. For some, it reinforces their career choices whilst for others it is simply a real insight into what a working environment will be like.

Students have found it very useful to include their reflections on their work experience when applying for college courses, apprenticeships or jobs, often using the employer as a reference.

We would therefore like to offer your son/daughter the opportunity to take part in work experience during July 2020.

Unfortunately, the government has withdrawn funding for work experience placements and it is not provided for within our school budgets. As such this cost would need to be met by parents. The cost of the provision for this is **£29.50 per individual student**. This payment covers the cost for the Health and Safety checks and the administrative processes in securing a work experience placement which are undertaken on their behalf by Education Business Partnership North West (EBP NW). None of this cost comes to the school although our staff will be driving this initiative.

### Self-Placements

In order to keep the costs down students will have to secure 'self-placements', finding their own work experience placement. There is paperwork that will need to be completed regarding the placement and this will then need to be brought back to school. This is attached to this letter. Should your son/daughter's placement be out of the local area this may incur an extra fee of for the Health & Safety checks to take place. Students can organise a self-placement for five days, but this must be within the dates allocated.

We recommend that students' approach an employer directly, either by phone, email or letter. In choosing placements, students need to be mindful of possible health problems in some environments if they have any allergies. Each student must make sure they can travel to and from work for the time specified by the employer, bearing in mind the cost of the transport as well as the location of the work place. They must also check if any special clothing is needed and whether it will be provided by the employer or if you will provide your own. It is reasonable that this placement may be sourced via family and/or family friends.

There are some restrictions in terms of allowable placements which are as follows;



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- **Placements on or near water**
- **Maximum of 8 hours/day between hours of 07.00-19.00**
- **Placements abroad**

Each employer will be checked for Health and Safety, Insurance Cover and the suitability of the activities planned for them and the suitability of the staff who will be allocated to work with them. This procedure can be very time consuming and therefore I am sure you will appreciate the importance of keeping to the deadline set for the return of any paperwork.

The employer will also need to supply a copy of their liability insurance certificate and a copy of the relevant Motor Vehicle Insurance certificate, should they be travelling in a motor vehicle. This is an important document that needs to be submitted and until done so, the workplace visit will not be sanctioned.

It is our hope that all Year 10 students will take this opportunity. If they are struggling to source a placement then our staff will help, although their choices may then be limited. We do appreciate that some of our families may genuinely not be able to afford this cost. If this is the case then please contact Miss Pardoe-Matthews, our Pastoral Manager for Year 10, to discuss this further.

For those students who are impossible to place, a different timetable focusing on core skills and local voluntary work will be formulated in school. The content of the timetable will be determined nearer the time once we know the number of students involved. However, we do encourage that all students seek a placement so they can benefit fully from the work placement experience.

## **Next Steps**

Please discuss with your son / daughter the suitability of the choices they have made before the forms are processed. So that we can be sure of the suitability of the placement we ask that you complete and return the enclosed medical questionnaire for work experience purposes. **Please can you also inform the school office of any updated information regarding your son/daughter's medical details and emergency contacts.**

When the relevant paperwork is completed and returned the payment should also be submitted as the paperwork cannot be processed without it.

## **Please see below for details of forms needed:**

- Initial reply slip to the Main Office by **Monday 24<sup>th</sup> February 2020**
- Payment of £29.50 to be paid via School Gateway by **Friday 20<sup>th</sup> March 2020**
- Medical Questionnaire by **Friday 20<sup>th</sup> March 2020**
- Self-placement form by **Friday 20<sup>th</sup> March 2020**
- Certificate of public liability by **Friday 20<sup>th</sup> March 2020**
- Certificate of company motor vehicle insurance (if applicable) by **Friday 20<sup>th</sup> March 2020**



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Deadlines are set by EBP (NW), the external agency and need to be adhered to as they require time to complete the Health and Safety checks on the company agreeing to provide a placement for the student.

If you have any questions or wish to discuss this matter further, please do not hesitate to contact me at school.

Yours sincerely,

*Mr Collins*

Mr K Collins  
Careers Co-Ordinator and House Progress Leader

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### Work Experience reply slip

Please return this reply slip to the Main Office by **Monday 28<sup>th</sup> February 2020**

Student name: \_\_\_\_\_

Tutor group: \_\_\_\_\_

I do / I do not wish my son/daughter to take part in work experience (delete as appropriate)

Please return this reply slip to the Main Office by **Monday 28<sup>th</sup> February 2020**

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



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