



Executive Headteacher: Mrs L. A. Gwinnett

Ref: 3353 KCO

12 January 2023

Dear Parent,

Year 10 Work Experience – Tuesday 9 May – Friday 12 May 2023

Burscough Priory Academy believes that giving our students the opportunity to experience the world of work is an extremely valuable. For some students it reinforces their career aspirations and for others it can be a turning point in their realisation of what they need to do in school to give themselves the best career options.

Your child has the opportunity to take part in our work experience process in May this year. Previous students have found it very useful to be able to use their employer as a reference when applying for college courses, apprenticeships or jobs. As a school, we have followed all Health & Safety Executive (HSE) advice when planning this offer which means that there will be no financial charge for parents/carers. We do, however, ask you to be mindful of the dates and deadlines found within this letter as processing of all forms adds a significant burden to our admin team. Late forms may result in a student being unable to undertake a placement.

[Work experience \(hse.gov.uk\)](https://www.hse.gov.uk)

Finding a Placement

The vast majority of students find a self-placement by approaching a firm directly; this could be through family or friends. The employer must then be checked for Health and Safety, Insurance Cover and the suitability of the activities planned for them. This procedure can be very time consuming and you will appreciate the importance of keeping to the deadline set for the return of any paperwork.

In addition to this letter, we have provided two packs- a School Pack and an Employer Pack. Once an appropriate placement has been identified, the student information within the Employer Pack should be completed and provided to the work place. The School Pack should be completed by the employer, along with the student and parent before handing this back to the school office.

If you are aware of a workplace who is willing to allow one of our students to undertake a placement, please encourage them to contact us directly enquiries@burscoughprioryacademy.org with an email 'Subject - Work Experience Placement Offer'. This will allow us to provide individual advice and guidance to our students and to ensure they all undertake a placement.

Choosing an Appropriate Placement

In choosing placements, students need to be mindful of possible health problems in some environments and if they have any allergies. They 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



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will provide your own. Please be aware that a work place that is deemed to be medium to high risk may require an additional health & safety visit which may incur a financial charge to parents.

Mr Collins will be offering support every Friday lunchtime to assist students finding a placement. Students will be able to use the computers and telephones to make contact.

What if my child cannot find a placement?

For those students not involved in work experience, an alternative timetable will be formulated in school. The content of the timetable will be determined nearer the time once we know the number of students involved. The week will, however, involve a programme of virtual work experience placements along with a focus upon developing core skills.

Please discuss the suitability of the choices they have made before the forms are processed. Personal qualities such as punctuality, reliability, responsibility, adaptability, co-operation, good communication and presentation, as well as courtesy and patience are among some of the attributes required in the work place. It is hoped that work experience will help to develop these further.

Key Dates and Deadlines

If your child would like to participate in work experience, the relevant paperwork will need to be completed and returned in line with all deadlines below:

Introduction to work experience:

9 January 2023

Advice and guidance provided to students:

25 January 2022

Deadline for completion of School & Employer Packs:

27 February 2023

Start of work experience placement:

Tuesday 9 May 2023*

*Due to the Bank Holiday for the coronation of King Charles, the work experience week is a four-day working week.

If you have any questions or wish to discuss this matter further, please do not hesitate to contact us at school enquiries@burscoughprioryacademy.org

Yours faithfully,

L MacLaren

K Collins

Mrs MacLaren
Headteacher

Mr Collins
House Progress Leader & CEIAG Co-ordinator