

**Burton Borough School**

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**Principal:** Christine Raymont-Hall ACTL, BMus (Hons), PGCE, FCoT, FInstLM

12th September 2018

Dear Families,

I am writing to inform you of the placement procedures surrounding your son/daughter’s forthcoming Work Experience. Year 10 is a very important time in your child’s development, especially as many are already focusing on a future career, therefore he/she will undertake a Work Experience placement(s) commencing **Monday 8th July to Thursday 18th July, 2019**. (Students will need to be in school on Friday 19th July for debriefing activities)

Work Experience offers your son/daughter the opportunity to gain valuable experience of being part of a workforce at a company of his/her choice and also learning about the expectations of employers and the demands of a work environment. Many students choose local companies or organisations whilst a few choose to travel further afield in order to gain the experience they would like. I am happy to report that this year many of our students were offered weekend jobs, summer work and in some instances offers of future apprenticeships as a direct result of their work experience.

Your child will have access to a Work Experience Diary, to be completed daily, as a record of their experience in employment. This will also prove to be a useful asset when applying for work, training or further education.

All students are expected to source their own placement and should have ideally secured a position before Christmas 2018. This will ensure that there is adequate time for the Education Business Partnership (EBL) to carry out all necessary health and safety checks. As a result, should any unforeseen problems occur, there will be sufficient time left to find a suitable and worthwhile alternative placement.

Placements are only authorised when the necessary Employers Liability Insurance details have been checked and a Health and Safety visit carried out by the EBL. A particular problem which has arisen in recent years is the number of placements being found whereby the proprietor or owner of the business is also the sole employee. In this case Employers Liability Insurance is still required in order to cover the Work Experience student; your child will be considered as an employee in accordance with employment law.

I would be extremely grateful if you could please sign and return the enclosed forms to Mrs McClean kaymcclean@taw.org.uk in the Business Office, Stem 30.

* Families Consent Form to be returned by **Friday 23rd November 2018**
* Health & Safety Form for placements **“Out of County”** to be returned by **Friday 21st December, 2018**
* Health and Safety Form within Shropshire to be returned by **Thursday 15th February 2019**

Additional forms can also be obtained from the Business office.

I have enclosed a frequently asked questions sheet with this letter, however if you have any further questions or queries concerning work experience, or if you feel an organisation you are involved with may be able to provide placements, please contact me using the email address below.

Yours sincerely,

Lisa Kane

Mrs Lisa Kane

Head of Professional Studies

lisa.kane@taw.org.uk