



# LITTLE ILFORD SCHOOL

COURAGE • COMMITMENT • COMPASSION

Rectory Road, London E12 6JB

Tel. 0208 478 8024 | [info@littleilford.org](mailto:info@littleilford.org) | [www.littleilford.newham.sch.uk](http://www.littleilford.newham.sch.uk)

Co-Headteachers:

Ian Wilson

Helen Marriott

15 November 2019

Dear Parent/Carer,

During 2020 all Year 10 pupils will take part in a Work Experience Programme.

The date of your son/daughter's work experience will be from: **1<sup>st</sup> – 12<sup>th</sup> June 2020.**

The school, as with all Newham schools, work in conjunction with the Newham Work Experience Team which forms part of 15billion-ebp who manage our work experience programme. They will provide all placements required or alternatively your son/daughter will have the opportunity to find their own work placement through family connections etc. I will then liaise directly with the Work Experience Team on behalf of the school and students.

All work experience is valuable and designed to give students an insight into the "World of Work" i.e. working with adults; learning new skills, communicating with people and working in a team, enabling them to decide which direction they want to go into when they leave school. In some cases it also leads to part time employment such as weekend work.

Over the next few months your son/daughter will be thinking about their choice of placement e.g. General Office duties; Hotel & Catering; Retail organisations; Health Sector; Drawing, Painting and Graphics; Educational Establishments; Banks/Building Societies; Farms/Stables/Kennels etc., Hair Dressing; Building and Maintenance; Workshops & Manufacturing; Sport & Leisure; Garages; Travel Industry and Performing Arts. The selection process begins in February 2019.

Your son/daughter will make their choices from a secure system which is Internet based. They can access this at school or at home so you too can become involved in their choice of placement.

On the system there will be a variety of jobs to choose from and your son/daughter will make a minimum of 4 choices and the Newham Work Experience Team will do their best to secure one of their choices. He/she will be asked whether or not they can travel to Central London e.g. Oxford Street or does he/she need to stay local i.e. within the Newham area. Please remember this is 'work tasting' gearing them up for the "World of Work" and not necessarily what they intend to go into when they leave school. If your son/daughter decides to continue with their education and attends College there will also be another opportunity of work

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experience which will be more related around their preferred career choice.

I must stress that this is the first stage in a long process and your son/daughter will not know for a while which placement they have been allocated. The Work Experience Team secure placements for 3,500+ students per year which means that during January - July there are groups of 300 – 500 students taking part in a work placement every two weeks.

Should your Son/Daughter wish to secure their own placement e.g. working with a relative or friend or a local business you will be provided with an 'Own Find' form by me so that you can start the process. **The deadline for returning 'Own Find' forms is Wednesday 8th January 2020. Any forms submitted after this deadline will not be processed.**

This form once completed by the employer will be sent on to The Work Experience Team who will visit the company in order to ensure they meet all health and safety regulations to safeguard your son/daughter while they are in placement.

Once your son/daughter receives their placement paperwork, please ensure that you read the job description and risk assessments attached so that you are fully aware of the expectations at this placement (in particular any wording highlighted in capital letters).

We must make you aware that the school pay a fee of £52 per work experience placement. In the unlikely event that your Son/Daughter fails their placement we will have to charge you this fee.

I would very much appreciate your co-operation in making sure your son/daughter makes the right decisions to ensure that they gain maximum benefit from their experience and to complete and return the slip below. The consent slip will be issued to your child in person for you to sign and return.

Please do not hesitate to contact me should you have any immediate questions on any of the above.

Yours faithfully,

Miss Ford  
Work Experience Co-ordinator



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## WORK EXPERIENCE PROGRAMME

**Please return this consent slip to Miss Ford in room 129.**

I agree that my Son/Daughter (Name).....

Tutor Group: .....

Will take part in the Work Experience Programme between the dates of **1<sup>st</sup> – 12<sup>th</sup> June 2020.**

I give permission for him/her to travel out of the Borough Yes / No

I understand that in the unlikely event that my son/daughter fails their work experience placement I will be charged a fee of £52.

Please comment if you have any additional requests you would like to make or need to make me aware of any medical conditions that may affect their choice of placement:

.....  
.....  
.....

Signed.....Parent/Carer

Date.....

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