



October 2024

Dear Parent / Carer

Work Experience Placement

We would like to make you aware of our Work Placement programme for all of our Year 10 pupils. The programme will provide valuable experience into the world of work and focus our young people's minds on their upcoming transition to the next stage in their education and training.

The programme will run from **Monday 17th – Friday, 21st March 2025**

In order to allow pupils the greatest flexibility in selecting their placements, the 5 days will be completed as a self-placement, where parents and pupils find their own placement and complete five full days of work experience in a suitable environment of their choice. This may involve working alongside a parent, family member or friend and parents must take responsibility for the safeguarding of their child. In effect, this means that the parents need to be happy that when their child is on placement, they are taking responsibility for their child's safety and wellbeing. To support this the following must also be in place

- The establishment must have Employers Liability Insurance
- Medical information must be completed and provided to the establishment

School will need to be provided with the following information:-

- 1 x Self Placement Form and Placement Agreement
- 1 x Employer's Undertaking Agreement
- 1 x Pupil's Undertaking Agreement
- 1 x Checklist

All documents must be returned to the school office by **Monday, 13th January 2025** so that the collation of paperwork needed prior to placement can be completed. For placements that are considered to be high risk by the school, a parental contribution of £35 may be needed so the school can employ an external risk assessor to assess the work placement. If a placement is deemed to be low risk (and most are) no contribution will be required.

This is a great opportunity for our pupils to gain valuable work experience and further develop their skills as part of their CEIAG Education. They will be provided with tasks to complete whilst on placement as well as follow up work whilst back in school, so we

LET YOUR LIGHT SHINE

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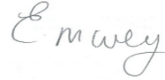


maximise the learning which has taken place. If there are any questions, we can be contacted via the main school telephone number or you can email us at e.mcvey@lsmchs.com

Yours sincerely



Mr. M. Weaver
Assistant Headteacher



Mrs. E. McVey
Careers Coordinator