



TARLETON ACADEMY

Executive Headteacher: Mrs. L. Gwinnett
Head of School: Mr. S. Day

23rd September 2022

Dear Parent

Year 10 Work Experience – 2nd-5th May 2023 inclusive

Tarleton Academy believes that work experience is a valuable opportunity for many of our students. For some, it reinforces their career choices – even if only to confirm what they do not want to do. For others, it can be a turning point in making them realise what they need to do in their school work to make sure they secure the best possible career path.

We would like to offer your son/daughter the opportunity to take part in work experience in May 2023. As a school, we have previously found that work experience for the vast majority of students is extremely valuable. Students have found it very useful to include information about work experience when applying for college courses, apprenticeships or jobs, using the employer as a reference.

Please be aware that, as a school, we have followed all Health & Safety Executive (HSE) advice when planning this offer. There will be no financial charge for parents. We do, however, ask you to be mindful of the dates and deadlines found within this letter as the processing of all forms adds a significant burden to our admin teams. Any late forms may result in your son/ daughter being unable to undertake their 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, for the attention of Mrs Lewis-Jones.

If you are aware of a work place who is willing to allow one of our students to undertake a placement, please encourage them to contact us directly (enquiries@tarletonacademy.org FAO-Work Experience Placement Officer). This will allow us to provide individual advice and guidance to our students and to ensure they all undertake a placement.



An Endeavour Learning Trust School
Registered in England
Company Registration Number 7848372
VAT Registration Number 125718416

01772 812644

enquiries@tarletonacademy.org

Hesketh Lane, Tarleton, Preston, Lancashire, PR4 6AQ



TARLETON ACADEMY

Executive Headteacher: Mrs. L. Gwinnett
Head of School: Mr. S. Day

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 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.

What if my son/ daughter 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 with your son / daughter 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 son/daughter 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 Assembly:

Monday 26th September 2022

Advice and guidance provided to students:

December 2022/January/February 2023

Deadline for completion of School & Employer Packs:

Friday 10th February 2023

Review Day (students without placements to be in school):

Wednesday 22nd February 2023

Work experience placement:

Tuesday 2nd May 2023 to Friday 5th May 2023

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

Yours sincerely,

S Day
Mr S Day
Head of School