



6<sup>th</sup> January 2022

Dear Parent

## Year 10 Work Experience – 3<sup>rd</sup>-6<sup>th</sup> May 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 2022. 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.

Whilst we are aware that the pandemic may well affect our plans for placements to go ahead in May/June, we are excited to be working towards successful work experience for all of our students. Please be aware that, as a school, we have followed all Health & Safety Executive (HSE) advice when planning this offer. This does mean that, for the first time in a number of years, 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](mailto: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.

### **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:

<b>Introduction to work experience Assembly:</b>	<b>Friday 7th January 2022</b>
<b>Advice and guidance provided to students:</b>	<b>January/February 2022</b>
<b>Deadline for completion of School &amp; Employer Packs:</b>	<b>Friday 11th February 2022</b>
<b>Review Day (students without placements to be in school):</b>	<b>Wednesday 23<sup>rd</sup> February 2022</b>
<b>Work experience placement:</b>	<b>Tuesday 3<sup>rd</sup> May 2022 to Friday 6<sup>th</sup> May 2022</b>

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

Yours sincerely,

*V Hill*

Mrs V Hill  
Headteacher

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Mrs. L. A. Gwinnett, Executive Headteacher Tarleton Academy, Hesketh Lane, Tarleton, Preston, Lancashire PR4 6AQ  
General Office: (01772) 812644 Email: [enquiries@tarletonacademy.org](mailto:enquiries@tarletonacademy.org) [www.tarletonacademy.org](http://www.tarletonacademy.org)

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