21st March 2023

Dear parent/carer

We are delighted to launch work experience 2023 for our Year 10 students and this letter is to advise you of the process behind it, the benefits of successful placements and how you can support us to ensure your child prospers from their experience of the workplace.

Work experience week for Year 10 will commence on 26th June 2023 and run from Monday to Friday. Not only does this provide invaluable experience of the workplace, it also ensures that disruption to curriculum time is kept to a minimum.

We are working with a company called MPloy to ensure that all employers are subject to scrutiny around health and safety, safeguarding and liability insurance because the welfare of your child in the workplace is of the greatest importance to us. MPloy are providing these checks and they comply with all the regulations for work experience laid out by the DfE. If you require further information about these, please contact me via email and I will furnish you with the details you require.

As is the case with most work experience offers, the majority of the placements will need to be secured by pupils themselves. In many cases, this might involve them working alongside parents, approaching local businesses and asking about their willingness to being involved or it may be enlisting the help of extended family of friends who may own their own businesses. However and with whomever students opt to work, all of the statutory checks around compliance will be completed. Any employers found to be unsuitable will be politely declined.

In order to provide adequate time for the vetting of employers, we would ask that the attached self-placement forms are completed as soon as possible. Once they are complete, please have your child return them to. This information will then be shared with MPloy who will complete the process of checking compliance.

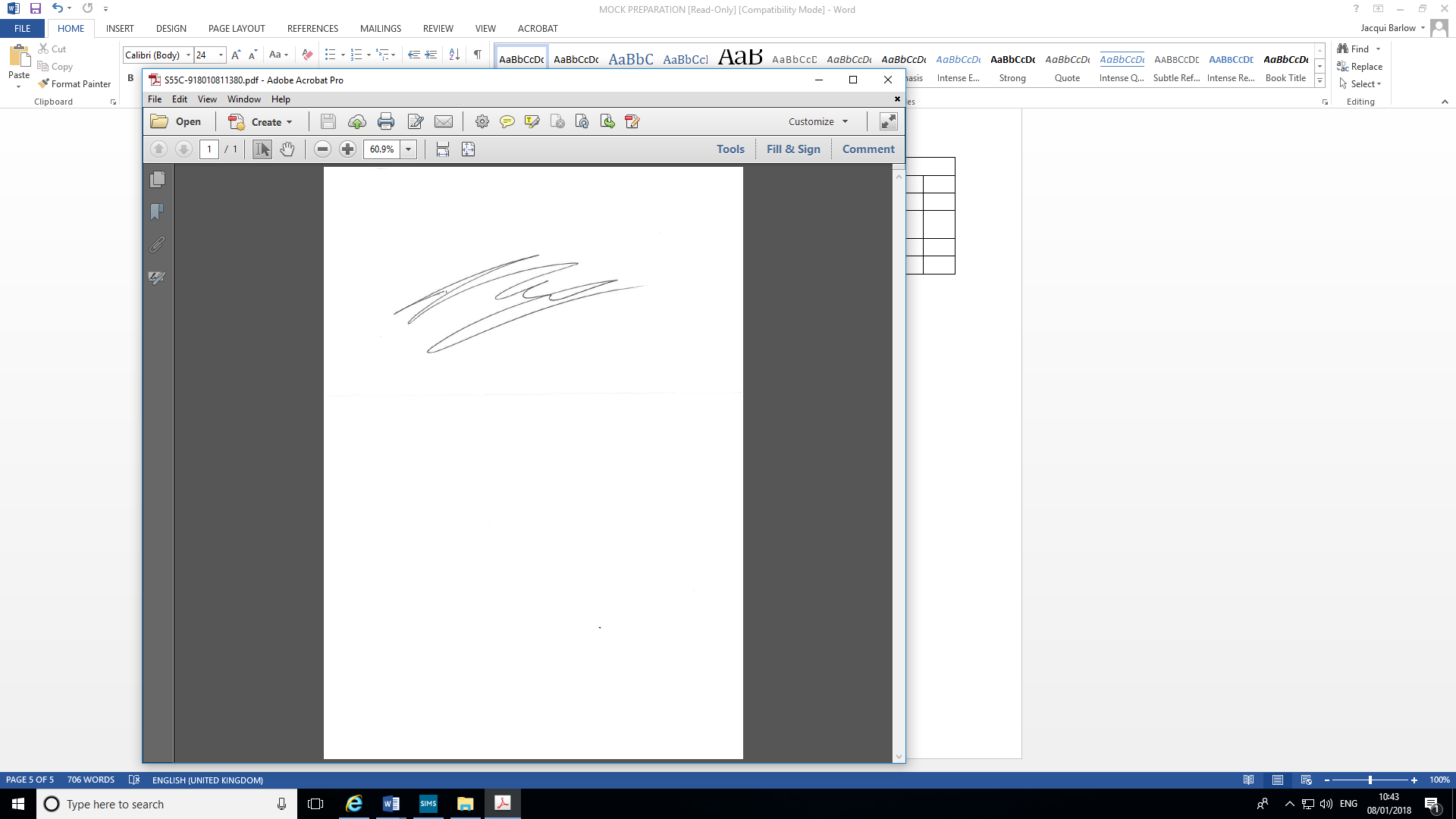
For some pupils, self-placement may not be possible. There are a number of pre-organised placements that they can access, though these may require travel to access. These should be treated as a last resort by the majority of the cohort. For some pupils, it will be necessary to insist on these placements being taken for reasons of safeguarding or because they cater to a particular career choice or aspiration – these students will be given these placements as a priority.

Finally, it should be noted that while students may not be on-site at school, they will be representing us in the local community and beyond. Any behavior that is found to be unacceptable by an employer will result in that placement being terminated and the employee returning to school. This is non-negotiable and will result in sanctions being applied in school. Similarly, if your child does not attend their placement and is absent for reasons of illness, they will be expected to return to school as soon as they are well enough. Again, school processes for absence will apply whether they are in school or on placement. Any student who chooses not to attend the placement for reasons other than illness will be expected to return to school where they will continue to access their normal timetable.

Work experience is a wonderful opportunity to see life outside the classroom and should be taken seriously and in a professional fashion. Our expectation is that all of our pupils will take this opportunity and make the most out of it.

At various points over the next two months, I will communicate further details around work experience with you, but for now, please support your child to secure a self-placement and if you have any questions about this process, do not hesitate to contact me at [joe.burgoyne@ths.set.org](mailto:joe.burgoyne@ths.set.org).

Yours sincerely,



Mr. Burgoyne

Assistant Headteacher.