



Monday 4<sup>th</sup> November 2019

Dear Parent,

## Year 10 Work Experience - Monday 6<sup>th</sup> July to Friday 10<sup>th</sup> July 2020

Wellfield High School 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 during July 2020. As a school, we have 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.

Unfortunately, the government has withdrawn funding for Work Experience placements - this funding usually pays for the Health and Safety checks and the administrative processes in securing a work experience placement. **Therefore, there will be a cost to students if they wish to go on work experience which will be £26.50 per student. This will cover the cost of Health and Safety checks and administration.** The school may also be able to cover the costs of the Health & Safety checks and administration in instances where a family may require additional financial support. Unfortunately if the deadline for forms to be returned is not met, the cost may increase and students may not be able to secure a placement.

**In order to keep the costs this low, students will have to secure 'self-placements' – students will have to find a Work Experience placement themselves and bring back the relevant paperwork.** Should your child's placement be out of the local area this may incur an extra fee of for the Health & Safety checks to take place. Students can organise a self-placement for any number of days within the dates allocated.

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, Public Liability 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 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.

So that we can be sure of the suitability of the placement we ask that you complete and return the enclosed medical questionnaire for work experience purposes. **Please can you also inform the school office of any updated information regarding your son/daughter's medical details and emergency contacts.**

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.

If your son/daughter would like to participate in Work Experience, the relevant paperwork will need to be completed and returned, along with payment.

**Please see below for details of information needed:**

Initial reply slip to the Main Office by **Friday 29<sup>th</sup> November 2019**

Medical Questionnaire by **Friday 29<sup>th</sup> November 2019**

Payment of £26.50 to be paid into student's account by **Friday 17<sup>th</sup> January 2020**  
**[www.scopay.com/wellfield-bec](http://www.scopay.com/wellfield-bec)**

**Forms needed from prospective "employer":**

Self-placement form by **Friday 17<sup>th</sup> January 2020**

Certificate of public liability by **Friday 17<sup>th</sup> January 2020**

Certificate of company motor vehicle insurance (if applicable) by **Friday 17<sup>th</sup> January 2020**

Deadlines are set by EBP, the external agency and need to be adhered to as they require time to complete the Health and Safety checks on the company agreeing to provide a placement for the student.

If you have any questions or wish to discuss this matter further please do not hesitate to contact me at school.

Yours sincerely,

*D O'Neill*

Miss D O'Neill  
Careers Co-Ordinator and Progress Leader

# Wellfield High School

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Mrs L A Gwinnett, Executive Head  
Mr S Barnard, Head of School



## Initial Reply Slip - Work Experience – Monday 6<sup>th</sup> July to Friday 10<sup>th</sup> July 2020

Student name: \_\_\_\_\_

Tutor group: \_\_\_\_\_

**I do / I do not** wish my son/daughter to take part in work experience (delete as appropriate)

Please return this reply slip to the Main Office by **Friday 29<sup>th</sup> November 2019**

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_