



Hardenhuish School

A High Performing Academy

September 2018

Dear Parents

Year 10 Work Experience: 15 – 18 July 2019

To enrich learning and begin to develop employability skills, we aim for all Year 10 pupils to gain experience of a working environment. We are pleased, therefore, to be running our work experience programme again this year after another successful summer of placements. Amongst many other benefits, work experience allows pupils to gain an understanding of the specialist skills and qualities that are required for a specific career or a range of job roles within a business, whilst further developing their transferable skills.

Placements will take place over four days, starting on Monday 15 July 2019, until the end of the day on Thursday 18 July 2019 with a debrief day back in school on Friday 19 July 2019. It is an expectation that every pupil will take part in the work experience programme and debrief. Past placements have covered a wide range of industries from engineering and IT to retail, health care and law. For your child to gain the best experience possible, we allow them to choose and source their own placements. Although there are some restrictions on placements, primarily relating to health and safety, your child can approach a wide variety of companies.

A greater level of health and safety is required for high risk activities where machines, plant, chemicals or dangerous equipment may put a pupil at risk. Please note that if the placement is more than 20 miles from Hardenhuish and a full health and safety check is required, a cost based on £0.50 per mile will be incurred, which regrettably is payable by parents. All employers must have Employers Liability Insurance (ELI) and Public Liability Insurance (PLI) for the placement to be approved.

The work experience programme will be formally launched to the pupils before half term. Please find enclosed, a copy of the steps that are taken when arranging a placement; the first step will be for your child to start thinking about the kind of placement they wish to attend. This does not have to be what they wish to pursue as a career, as the primary objective of work experience in Year 10 is to gain an understanding of a working environment. During the debrief, pupils will be encouraged to reflect on this and make comparisons between the work and the school environment.

The Year 10 Parent Information, Advice and Guidance meeting on 15 October 2018 will provide further information about our work experience programme. After receiving this letter, please start to consider with your child what type of placement they might want to seek, but please do not confirm arrangements with employers until after the meeting on Monday 15 October.

Please do not hesitate to contact me, if you have any questions about the process.

We hope that your child will find the work experience programme as valuable as previous pupils have.

Yours sincerely

Mrs V Brenton
Careers and Transition Manager
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