

Farmor's School
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Dear Parent/Guardian

Y10 WORK EXPERIENCE WEEK 2023/24

As part of our commitment to providing work related learning for our students, the annual Year 10 Work Experience Week will take place in the Summer Term from Monday 3rd June – Friday 7th June 2024. This is the week immediately following the May half-term holiday.

All current Y10 students are expected to take part in this event and will spend 5 days out of school, working with an employer and experiencing the world of work. They will gain an insight into the skills and attitudes required by employers and will have the opportunity to develop strengths such as self-reliance, flexibility and teamwork.

The year group was briefed about work experience during Assembly. A PSHCE lesson will be spent following up possible placements and beginning the application process. **We expect each student to take responsibility for finding a suitable placement for themselves and look to your support with this process.** Many employers become booked up several months in advance so the earlier your child begins their search the more likely they are to find a suitable placement.

Our aim is for students to choose an area of work they are interested in or where they can put their skills to practical use. We have a list of placements found by students over the years that students will be able to consult via their tutors, but you may have existing contacts that will be more suitable. Students are expected to contact potential employers, initially by letter or e-mail (sample letter in the Work Experience Introduction Pack), to take part in a meeting or interview (if required) and, when their placement is finalised, to complete the details on a Work Experience Placement Form and return it to school.

Whilst on work experience, students will be expected to work the company hours, which might differ from the school day. They will have to make travel arrangements to and from their placement each day and, as a school student on work experience, they cannot be paid. They will need to find out what to wear and also consider lunchtime arrangements. For further details please refer to the Work Experience Introduction Pack.

Farmor's School, a company limited by guarantee registered in England and Wales under number 07707979, with registered office Farmor's School, The Park, Fairford GL7 4JQ



Insurance and Health and Safety Checks

We will arrange for your child's placement to be checked under the Health and Safety at Work Act 1973 either by ourselves or through an external provider. No student will be allowed to work in an environment which is deemed hazardous, or which has not had a successful Health and Safety check. Whilst on work experience students are treated as employees and they will be covered by the employer's insurance policy.

To allow for these checks to take place, we require confirmation of placements several weeks in advance, the sooner the better. Once your child has agreed a placement with an employer, a Work Experience Placement Form needs to be completed by yourself, your child and the employer. Your child must then input the data using the online form we have shared with them. Our plan is that placements with low level risk (e.g. a school or office) will be checked by ourselves and placements with higher levels of risk (e.g. jobs in construction or in an environment with heavy machinery) will be passed to an external agency for checking. Overseas placements will be dealt with on an individual basis in school.

In order for us to complete the checks in time, placements must be found and the Work Experience Placement Form completed and returned to school by Monday, March 4th 2024 at the latest.

As a parent/guardian of a Y10 student we require you to give permission for them to attend work experience placements. We ask that you check the documentation once your child has organised a placement.

To acknowledge you have received this letter and to provide permission, please complete this [online form](#) by **Friday 8th December 2023**.

If you have any questions about work experience, please contact Mrs Mitchell on lmitchell@farmors.gloucs.sch.uk (Careers Co-ordinator). Thank you for your support.

Yours sincerely,

Ms L Hubbard-Miles
Head of Year 10