

Dear Parent/Guardian

Broadoak School Year 2018 Work Experience

Work experience is an opportunity for young people to gain an insight into the 'World of Work' and to help prepare them for the responsibilities and opportunities of adult life. All pupils are required to undertake a work experience of one working week. This will commence 3rd July.

Placements are defined as experience in which students carry out a range of tasks and duties more or less as would regular employees but with emphasis on the learning aspects of the experience.

Year 10 students from Broadoak School will be going out on Work Experience on 02/07/18 for 5 days. In the past the process has been managed internally. This year we are asking pupils to find their own placements wherever possible. This will ensure that placements are matched more accurately to pupil's future career plans.

To arrange their own placement pupils will need to collect and complete a self placement form, the completed form has to be handed in to ***Mrs Peak (also be collected by your child's form tutor)*** as soon as possible, at least 8 weeks prior to placement. Health and Safety checks will have to take place by the foundation H&S officer. This might involve a site visit from a member of Broadoak staff to ensure that the placement will meet Health and Safety guidelines.

If pupils are unable to Self-place we have a limited amount of places available. However, it can be the case that these placements are less focused on the needs of the pupil and can therefore result in becoming unsuccessful.

I should be grateful if you would complete and return the enclosed permission slip and medical details to the school as soon as possible.

If your child is absent, due to illness, it is parent/ carer responsibility to inform employer as well as informing the school.

Should you wish any further information at this time please do not hesitate to contact ***Mrs Peak*** at the school and we appreciate your support and co-operation for the Work Experience process.

WORK EXPERIENCE PROGRAMME REPLY SLIP

I would like my son/daughter..... Form.....
to take part in the 5 days Work Experience Programme from 2nd July 2018. All pupils are required to attend
an appropriate Work Experience placement.

*I am aware it is to be unpaid.

It is inevitable that with so many pupils involved in Work Experience, that some of the placements will be
outside the LA area.

The student agrees to keep the confidentiality of the company where they are placed.

Medical Needs

**I agree that the information above can be passed to the company where work experience is
being undertaken.**

Student name.....

Student Signature.....

Parent/Guardian name.....

Parent/Guardian Signature.....

Date.....

School tel: 0161 776 1977

**If permission is not given to pass relevant information onto the employer, then the student
may not be able to participate in the Work Experience programme.**