

13<sup>th</sup> November 2018

Dear Parent/Guardian

**Re: Year 10 - Work experience for The Holt School 17<sup>th</sup> – 21<sup>st</sup> June 2019**

We are keen to offer meaningful work experience to all of Year 10 students for five days from **Monday 17<sup>th</sup> – Friday 21<sup>st</sup> June 2019** inclusive. Paid employment, such as part time jobs, does not count as work experience.

Work experience will help your daughter

- gain an insight into the 'soft' employability skills that employers look for when assessing young people for employability
- take on opportunities to develop these skills following her work experience
- gain an insight into particular professions to help her make informed post 16 choices
- strengthen her applications to college or for an apprenticeship.

I am writing, firstly, to ask if your daughter is able to arrange her own placement for 17<sup>th</sup>-21<sup>st</sup> June 2019 inclusive. If she is, then she must complete the attached form '**The Holt School Year 10 Work Experience Parent and Student Agreement Form**' and we will contact the employer to confirm the placement. The form must be returned to Mrs Hart at the Careers Office by **Monday 17<sup>th</sup> December 2018**.

The Health and Safety Executive (HSE) have minimised the bureaucracy that has been a barrier in the past for employers in taking on 15/16 year olds. For low risk environments, employers just need to have employers' liability compulsory insurance, which will cover work experience students too. For some high-risk environments, such as manufacturing, agriculture and construction, the employer will need to consider specific factors as outlined in the HSE guidance. We are also aware that in the healthcare and early years sectors that work experience students will have to apply for an enhanced DBS check before starting, and that can take up to four weeks.

Some Year 10 students may not have contacts in the sector they wish to do their work experience. If this applies to your daughter, she should complete the attached form '**The Holt School Year 10 Work Experience Request Form**'. This must be returned to Mrs Hart in the Careers Office by **Monday 17<sup>th</sup> December 2018**.

We are keen to build up a database of employers who are willing to take on students for work experience for one to five days, or if in the voluntary sector, for a 'block' placement of one to two hours a week.

If you are in position to offer a placement that may suit a student other than your daughter, please would you complete the details using the link below? We will then be in contact to confirm the placement.

<https://www.surveymonkey.co.uk/r/Yr10WEXplacementsurveyNov2018>

If you have any queries regarding our Year 10 work experience opportunities, please do not hesitate to contact me by email.

Yours sincerely



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