



25th September 2020

Dear Parent/Guardian

Year 10 work experience June 2021

The Department for Education's national careers strategy (2017) states:

*"We want all young people to understand the full range of opportunities available to them, learn from employers about work and the skills that are valued in the workplace, and **have first-hand experiences of the workplace.**"*

Unfortunately, due to the current pandemic, we are not able to organise work experience for Year 10 students for this academic year. This is because a large number of employers are unable to offer placements. However, I would still like to encourage students to find their own placements over any school holiday to gain valuable skills by being in the work place.

Work experience will help your daughter

- gain an insight into the 'soft' employability skills that employers look for
- 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.

If you or your daughter already have contacts within a sector in which she might be able to attend and gain experience, then it would be advantageous for you to arrange the placement yourselves for any of the dates given below:

- Monday 26th October – Friday 30th October
- Monday 15th - Friday 19th February
- Monday 5th - Friday 16th April
- Monday 31st May - Friday 4th June

If you would like to do so, please complete the attached form '**The Holt School Year 10 Work Experience Parent and Student Agreement Form**', and I will contact the employer on your behalf to confirm the placement.

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 the employer will need to consider specific factors as outlined in this [HSE guidance](#).

Alternatively, you may not be able to arrange work experience for your daughter. In this case, I will be working hard to ensure that virtual work experience is available for your daughter to complete over the holiday periods. Work Experience links will be sent out to you and your daughters via email once they have been confirmed and checked for suitability.

I am also keen to build up a database of employers in a wide range of sectors who are willing to take on students for work experience for one to five days, or if in the voluntary sector, for a regular 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, or may be able to in the future, please email me the details. I will then be in contact to discuss the possibility of a placement.

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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