



ULVERSTON VICTORIA HIGH SCHOOL



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Our Ref: KHe/SSI

An exceptional school at the heart of the community

20th May 2019

Dear Parent

It is our intention to offer your child unpaid work experience from **Monday 2nd – Friday 6th March 2020.**

The five day placement will offer your child an insight into the real world of work. The experience will help him/her to make realistic choices about apprenticeships or further education when he/she leaves school. The placement may also provide your child with a valuable reference that can be used when completing post 16 applications. All students have the same entitlement to this opportunity not withstanding their disability or special needs. However, we are required to check with the prospective employer as to the health and safety requirements of the placement in order to ensure students personal safety.

Please be aware that if you chose a placement in the motor vehicle or construction industry, you may be required to provide your own boots and overalls.

Work experience placements carry significant regulations and guidelines. Certain forms of placements are barred to children under 16. Legally, all placements, including those arranged by yourself, must be health and safety checked. Prospective companies must hold Public and Employers Liability Insurance. These requirements are checked by an external company who manage and carry out risk assessments on our behalf. UVHS will arrange for all risk assessments to take place and a copy of the relevant paperwork will be sent to you before the placement begins.

Some health conditions and/or barriers to learning, are notified to work placements for your child's safety and wellbeing. If your child has a health condition or barrier to learning which may impact or be relevant to your child's work experience placement, school will notify the placement unless you let us know the recorded medical needs and/or barriers to learning cannot be shared. If your child has a medical need please inform school to update their records.

Although it may seem a long time away, it can take many months to finalise placements and complete the necessary paperwork. If your child wishes to participate in the work experience programme we would ask that they rank the employment areas in order of preference on the attached form in order to give us the best chance of finding a suitable placement. If they have a personal contact they would like to use, please complete this section too. Please note, we are unable to accept personal contacts for placements at BAE Systems Submarines. Please also be aware that students are not permitted to attend a placement where lone working with an adult on a one to one basis will take place.

Whilst we will endeavour to match placements to your child's preferred area of interest, this cannot be guaranteed. The purpose of the placement is not to provide an experience in their area of interest, but is an opportunity to sample and learn about the world of work, regardless of the specific work undertake. Please note if your child requires a placement outside of the local area, this will be more difficult to arrange as the required health & safety checks take longer and may be more complicated, a cost will be incurred by parents in this case.

It would be helpful if you could discuss work experience with your child and return the completed choices and consent form to your child's form tutor by Friday 7th June.

Please indicate if your child will not be attending work experience, by refusing consent at the bottom of the enclosed form.

If you have any further questions, please do not hesitate to contact me at school on 483900.

Yours sincerely

Miss K Herrington
Employability & Careers Leader