



ULVERSTON VICTORIA HIGH SCHOOL



Springfield Road, Ulverston, Cumbria LA12 0EB

Telephone: 01229 483900

Web: www.uvhs.uk E-mail: uvhs@uvhs.uk

Headteacher: Mr Matthew Hardwick B.A. (Hons), N.P.Q.H.

Deputy Headteacher: Mrs Alessandra Desbottes M.A. (Oxon)

Our Ref: RRA/SSI

An exceptional school at the heart of the community

Dear Parent/Carer

22nd November 2023

As part of our enrichment week it is our intention to offer unpaid work experience/volunteering to students in Year 12 during the last week of term **from Monday 15th July to Friday 19th July 2024 inclusive**.

The placement should offer students an insight into the real world of work and provide them with a valuable experience that can be used when completing post-18 applications. However, we are required to check with the prospective employer as to the health and safety requirements of the placement to ensure students' personal safety.

Work experience placements carry significant regulations and guidelines. 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.

Although it may seem a long time away, it can take time to finalise placements and complete the necessary paperwork. You have the option to either arrange your own placement via a personal contact or let the school arrange one. If a student organises their own placement **we would require you to fill in the short form:** <https://forms.office.com/e/iTTzGM8a91> and provide **contact details** to allow us to do the relevant checks. The location of these work placements could be in Cumbria or further afield.

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.

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

Whilst we will endeavour to match placements to your child's preferred area of interest, this cannot always be guaranteed. The placement is an opportunity to sample and learn about the world of work, regardless of the specific work undertaken.

We realise a number of students will not be available during this week due to extra-curricular activities such as the Duke of Edinburgh's Award Gold expedition or Wind Band tour. In this event, students are allowed to arrange their own placement at a more convenient time which does not clash with these commitments.

If you have any further questions, please do not hesitate to contact me at school at rra@uvhs.uk

Yours sincerely

Mr R Rastelli
Head of Sixth Form

