



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: JAd/SSI

An exceptional school at the heart of the community

21st March 2024

Dear Parent/Carer

It is our intention to offer unpaid work experience to all students in Year 12 **from Monday 15th July to Friday 19th July 2024 inclusive.**

The five-day placement will offer your child an insight into the real world of work. The experience will help them to make realistic choices about apprenticeships or further education when they leave sixth form. The placement may also provide your child with a valuable reference when completing post-18 applications. All students have the same entitlement to this opportunity regardless of their ability. However, we must 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. Certain forms of placements are unavailable to students under 18. 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 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.

Although it may seem a long time away, it can take months to finalise placements and complete the necessary paperwork.

We encourage you to arrange your own placement via a personal contact. If you are unable to do this, the school can help arrange one.

Please discuss work experience with your child and complete our online form using the link below.

<https://forms.office.com/e/tREbKeX0qB>

Forms must be returned by **Friday 19th April 2024.**

We are unable to accept personal contacts for placements at BAE Systems Submarines.

Please also be aware that students **MAY NOT BE permitted** to attend a placement where **lone working with an adult on a one-to-one basis** will take place.

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 that the recorded medical needs and/or barriers to learning cannot be shared.



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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 to provide an experience in their area of interest post-18 but is also an **opportunity** to sample and learn about the world of work, regardless of the specific work undertaken. Please note - privately arranged placements can be done outside of the local area, but the required health and safety checks will take a little longer and be more involved.

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

Yours sincerely

Mrs J Adams
Work Related Learning Leader

