



November 2019

YEAR 10 WORK EXPERIENCE MONDAY 6th - 10th JULY 2020

Dear Parents/Carers,

I am happy to enclose all the information for the Year 10 work experience programme. All year 10 students are required to complete one week's work experience from **Monday 6th – Friday 10th July 2020**.

The aim of Work Experience is for young people to develop personal and interpersonal skills, have experience of an adult working environment, and develop a sense of responsibility while enhancing the value of their education. Placements should offer a young person the opportunity to learn and mature and **do not have to relate to a specific personnel career objective**.

It is the responsibility of your son or daughter, with the help of family members and friends to find an appropriate placement, and I would urge you to start looking for a suitable placement as soon as possible.

Please find enclosed a letter for the potential employer which should be handed to them along with the **'Student Work Experience placement form'**. The employer should complete the relevant sections of this form, sign and hand back to the student. The relevant sections should also be completed by the student and the Parent/Carer and then returned by **31st January 2020 to your child's Tutor**. We also require the employer to provide a copy of their **Employers Liability Insurance certificate**. Please note that any potential placement must have Employer's Liability Insurance, without this a placement cannot be authorised.

Once an employer has offered a placement and the required forms have been returned to your child's Tutor St. Paul's will then write to you and the work experience placement to confirm. Confirmation may come as late as four weeks before the placement start date; this is to insure all checks are carried out so please be patient.

As two other local schools have the same week/s for work experience, placements in the surrounding area are likely to be taken quickly. We require all placement forms to be returned by **31st January 2020 to ensure all the relevant checks and confirmations can be made**. Please don't delay in making sure your child has secured a placement by this date.

Work experience is a key part of your son or daughters education at St. Paul's. It is not an opportunity to take time off for any other event. If you have any queries or concerns, please do not hesitate to contact myself or Mrs Davies on 01932 704122.

Yours faithfully

Mr T Smith
Head of KS4/ Assistant Headteacher
tsmith@st-pauls.surrey.sch.uk
01932 704142



Work experience check list/what happens and when

- Find a placement by contacting as many potential employers as possible and as soon as possible. Email, telephone, visit if suitable. **The Employer must have Employers Liability insurance.**
- Give the employer the covering letter which explains the work experience programme and what it is required of them. **You must not keep this** – the employer needs to have it!
- Once an Employer has agreed to offer you a placement they must fill in the relevant forms which are:
 - ❖ 'Student Work Experience placement form'- this needs to be given back to you and the relevant sections completed by you and your parent/carer. You must then hand this to **your tutor no later than January 31st.**
 - ❖ A copy of the Employers Liability Insurance Certificate – without this you will not be able to attend the placement. Also to be returned to **your tutor by January 31st.**
- If the school feels it is necessary, the placement may be visited by a representative of St Paul's Catholic College to make any relevant checks.
- As soon as the required paperwork has been received/checks made, St Paul's will then write to you and your work experience placement to confirm. We will send you details of your placement. Confirmation may come as late as 4 weeks before to insure all checks are carried out so please be patient.

Please make sure the two forms are returned to your Tutor by January 31st 2020

- ❖ 'Student Work Experience placement form'
- ❖ A copy of the Employers Liability Insurance Certificate