

### Year 10 Work Experience 2019

Dear Parent/Guardian

As you will recall we contacted you, regarding Work Experience, earlier this term. For many years, Work Experience has played an important part in preparing Uppingham Community College students for adult life.

Work Experience is what it says, an "experience of work". Students will experience the routine of work, learn more about working with adults and other practical skills. Whilst on placement they will be complete a 'Work Experience Booklet' which will be theirs to keep as a record of their experience and achievements.

Work Experience 2019 will take place from **Monday 8th – Thursday 18th July 2019 inclusive**, when the normal timetable will be suspended. This process will be reviewed with a thorough de-brief on Friday 19th July, which your child will be expected to attend.

Work Experience has become a very important part of the Curriculum and meets with wide local support. We encourage students, where possible, to arrange their own placement with an employer in order for them to gain the exact experience they want in a specific area of work. In this case, employers need to be contacted directly.

#### Own placement arranged - Please complete Section A

It is important to note that all placements must have **Employers' Liability Insurance**. When arranging the placement please ensure the Insurance details are entered on the Application Form. Final arrangements with the employers will be made by the College, please make this clear to any employer you approach.

#### School placement selected – Please complete Section B

We have a booklet of selected employers who are willing to offer placements to our students. This booklet will be made available to students and can also be found on our website under: **Curriculum/Work Experience/Placement Opportunities**

We try where possible, to match placements with students' career aspirations. This booklet provides a list of companies who have provisionally agreed to offer a placement and we recommend students make 3 choices to ensure they get something they are interested in.

**All students need to make their own transport arrangements and we also ask that students do not place themselves at their parents' place of work or where they have a part-time job.**

Work Experience has to be carefully monitored and all students are being prepared for the experience as part of the wider careers and tutorial programme. Each placement provides appropriate insurance cover and is checked in advance in order to make sure that suitable arrangements are in place. Whilst on placement, each student will be visited by a member of staff, unless the placement is out of our area, when they will be contacted by telephone.

When a placement has been discussed and finalised, we will notify you formally. Should you have any questions, wish to know more or if you are able to help us to find placements, please do not hesitate to contact me.

**Please complete the attached form, noting any medical problems or additional needs your child has, and if relevant, we can inform the placement directly. Please return to Student Services by Friday 30th November 2018.**

Yours sincerely



MR B SOLLY  
Principal



MRS A ACHARD  
Progress Leader

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