



September 2018

Dear Parent/Carer

## YEAR 10 WORK EXPERIENCE 2019

As part of the work related curriculum, we encourage students to explore the world of work and future career paths. Part of this process includes a Work Experience placement being offered to all students in Year 10. Work Experience at Holbrook Academy has been very successful and our students have an excellent reputation within the community. Work Experience will take place from Monday 18<sup>th</sup> to Friday 22<sup>nd</sup> March 2019.

Once again, you have the opportunity to work with Connect Education & Business, a local company which brings young people into direct contact with employers for work related learning and work experience opportunities. This enables young people to gain valuable first-hand experience of the working environment and to evaluate future career opportunities. All their activities are underpinned by current OFSTED requirements and government legislation. Their service connects schools, colleges and employers to develop bespoke work related learning and IAG (Information, Advice & Guidance) activities and they also take care of all health and safety checks and ensure employer suitability.

Connect Education and Business (CEB) offer a range and quality of opportunities for our students that we could not hope to match ourselves. Historically, some students have had some excellent experiences with local businesses, but some have not. Working with CEB provides all students with a tremendous range of possible choices and we believe that this will raise the quality of the experience for all.

For every work experience placement, a formal risk assessment has to be carried out and if the company a child is placed with does not provide them for us then we have to write one. This is an important function, incredibly time consuming and in this increasingly litigious world we feel that it is best done by true professionals in this field. Similarly, when students are out on placements the school needs to know that they are safe and that our safeguarding policy is being upheld. For us, the safety and wellbeing of our students is paramount and we are not comfortable with anything less. With Connect EB this is all part of the service.

Through Connect Education & Business, students will have an individual personal log-in to the Connect EB 'Alltogether' work experience website, which provides information on different placements that students can search through. In the past, we have found that the more involved the student is in the process the more they will gain from the work experience.

We believe the service offered by Connect Education & Business will provide a wider choice of work experience opportunities for our students and will ensure all health and safety and safeguarding checks are in place. However, there is a cost for this service which is £30.00 per student. Whilst we would prefer students to use Connect Education & Business, if parents wish to 'opt out' and find their own placements then we would simply require a signed disclaimer from the parents and the employer to the effect that they accept full responsibility

for all risk, Health and Safety and safeguarding matters and that the school is absolved of any liability whatsoever arising from accident, inappropriate behaviour, etc. In other words, the placement would take place outside the school's system but absence from school would be 'authorised'. In such cases, we would still endeavour to visit students during the week. Please find a copy of the disclaimer attached. This will need to be completed and returned when the work placement is confirmed.

If you would like more information about Connect Education & Business, please contact Pauline Mulvihill – email: [Pauline.Mulvihill@connecteb.co.uk](mailto:Pauline.Mulvihill@connecteb.co.uk).

To enable your child to be issued with their individual log-in details to use the Connect Education & Business website, please complete and return the attached Consent Form together with payment of £30.00 (cheque payable to Holbrook Academy). If parents would like to use the CEB service but have difficulties with the cost, please contact me direct.

Over the next few weeks we will be providing further information about the Work Experience process. If your child has already made contact with a company and confirmed a placement, please let me know.

If you or your child are in need of any help during this process please feel free to contact me on the email address below.

Yours sincerely

Mrs D Tinker  
Curriculum & Progression Co-ordinator

[denise.tinker@holbrookacademy.org](mailto:denise.tinker@holbrookacademy.org)



Dear Parent/Carer,

## **WORK EXPERIENCE PLACEMENT NOTIFICATION**

Dates: 18<sup>th</sup> – 22<sup>nd</sup> March 2019

Your son/daughter will soon be taking part in Holbrook Academy's work experience programme, details of which are attached.

In accordance with our responsibilities to placement providers, would you please identify on the reply slip below any health or other problems which employers should know about in order to make this a safe and rewarding experience. In particular, could you please identify anything in his/her medical history that might make the proposed placement unsuitable? **Please note that this information may be made available to the employer when matching your child to a suitable work experience opportunity.**

Particular care is taken to ensure that appropriate control measures are in place where there are any potentially significant hazards in the activities or environment of the placement. For placements where such risks have been identified by the employer, a copy of the control measures to be implemented will be supplied. Should you have any queries regarding these risk assessments please contact the named responsible person at the placement.

The placement provider has been asked to confirm that his/her insurance covers students on work experience and that health and safety provision is appropriate for the requirements of the placement.

Students are expected to make contact with placement providers in order to arrange a preliminary interview before work experience begins. Time may be made available during the school day in order that this interview can take place.

**During the period of the work experience placement we ask you to ensure that both the employer and school are informed as soon as possible if for any reason your son/daughter is unable to attend.**

I would be grateful if, having read the above letter, you could return the attached Consent Form to Mrs Tinker no later than Monday 29<sup>th</sup> October 2018.

**NB: Placement/s cannot proceed if this Consent Form is not signed and returned to school.** Please do not hesitate to contact Mrs Tinker should you have any queries or problems from now until the completion of work experience.



# WORK EXPERIENCE PARENTAL CONSENT FORM

Name of Student: ..... Form: .....

Date of Birth: .....

**Medical History:**

Please give details of any condition which the employer should know about, eg asthma, deafness, colour-blindness, problems in lifting, restrictions on physical activity, epilepsy, fainting (please use a separate sheet of paper if needed).

Any other information required to give appropriate support:

(Please tick the relevant box.)

I confirm we wish to use the Connect Education & Business (CEB) service and enclose payment of £30.00 (cash / cheque).

**OR**

We wish to find a placement without using CEB and will complete the Parental and Employer Disclaimer once details are confirmed.

Signature of Parent/Carer: .....

Date: .....



## Work Experience: Parental and Employer Disclaimer

Name of Student..... Form.....

Date of Birth.....

### Work Experience Parental Disclaimer

I hereby sign to the effect that I accept full responsibility for all risk, Health and Safety and safeguarding matters and that the school is absolved of any liability whatsoever arising from accident, inappropriate behaviour, etc.

Signature: .....
Print Name : .....
Date: .....

### Work Experience Employer Disclaimer

I hereby sign to the effect that I accept full responsibility for all risk, Health and Safety and safeguarding matters and that the school is absolved of any liability whatsoever arising from accident, inappropriate behaviour, etc.

Company Name: .....
Address.....
.....
Tel No: .....
Signature : .....
Print Name: .....
Position: .....
Date: .....
Employer Liability Insurance Number.....
Renewal Date: .....
Insurance Company Name .....