

5th July 2019

To: **Parents of Pupils in Year 9**

Dear Parents



Work Experience Week: 16th – 20th March 2020

It is envisaged that each Year 10 pupil at Hollygirt will take part in a week's Work Experience in the spring term. Work Experience is considered to be an important and integral part of your child's general education.

Every precaution will be taken to ensure the safety of your child whilst on the work placement and thorough health and safety checks are carried out on our behalf by Nottingham Futures. We would however ask for your written consent prior to this placement.

In the first instance, pupils will be expected to research their own placements. Support can also be given by the school should they experience any problems locating a specific type of work. We would recommend that they make a start to their research over the summer as it is becoming increasingly difficult to secure good placements in the present economic climate. Some companies are also very popular but can only offer limited places.

Please could you also note that placements should be arranged within Nottinghamshire if possible so that staff can visit and monitor progress during the week. Occasionally we have accepted out of county placements. However, in these circumstances, you would be responsible for the cost of the risk assessment fee which is approximately £50 but varies from county to county.

In previous years, the work experience programme has been heavily subsidised by the Department of Education. However, this funding has been withdrawn. In order to maintain the high quality health and safety vetting and robust safeguarding arrangements for our students, Nottingham Futures has had to increase its prices and we are therefore asking for £26.50 per student to be added to the spring term school fees. We hope you believe this will provide a useful opportunity to introduce the pupils to the world of work and to help them to start making decisions regarding their future careers.

If you would like any further information or assistance please contact Mr Dilger at school, as he is taking on responsibility for careers from September.

Yours sincerely



Mrs F Twomey
Head of Careers



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The proposed placement:

Name of contact person	
Company name	
Full postal address including postcode	
Telephone number	
E-mail address	

Brief description of the job:

I consent to my childtaking part in Work Experience.

I can/cannot* see any medical reason why they should not take part in any particular type of work.
(*delete as appropriate)

Please give full details on a separate sheet of paper if there are any medical considerations which need to be taken in to account.

I agree to the cost of £26.50 to be added to my Spring Term fees.

(Please note that by signing this consent form you are agreeing to the cost, even if your child does not take part).

Signed: Date:

