



September 2018

Dear Parent/Carer

## **RE: Work Experience Week 2019**

I am writing to inform you that every Year 10 student has the opportunity to complete a one-week work experience placement this year.

The aim of the week is for students to experience the world of work for themselves and to develop some of the necessary skills for their future employment. This is also an opportunity to explore a chosen career path in practice. Work experience greatly enriches the curriculum and it enables students to prepare for adult and working life in a controlled environment.

Students must find their own work experience placement. We encourage students to write letters, make phone calls and make use of their own network of family and friends in order to find a placement. This will give them a taste of the skills needed to find a job in the real world. Work experience will be authorised for five school days between **Monday 1 July 2019** and **Friday 5 July 2019**.

There is a non-negotiable fee in order to undertake work experience. This fee needs to be paid upon application and will allow LEBC to carry out relevant insurance and safeguarding checks. The cost of these checks is £50 for a self-placement and without these checks, we are legally unable to authorise work experience during school term time. Work experience can be undertaken during the summer holidays using a self-placement, without insurance or safeguarding checks being conducted by LEBC. In this event, there is no charge, but the work experience is a non-school event and remains the responsibility of parents/carers.

If you would like your child to undertake a work placement between **Monday 1 July 2019** and **Friday 5 July 2019**, please make a £50 payment using ParentPay and return a completed self-placement form to the school by **Friday 2 November 2018**.

If you have any further queries, please do not hesitate to contact me at school.

Yours sincerely

Rakesh Patel  
Assistant Principal  
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