



September 2019

Dear Parent/Carer

Re: Work Experience Week 2020

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

The aim of the week is for students to experience the world of work for themselves and to start to develop necessary skills for 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 are encouraged to 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.

Leicestershire Education Business Company LEBC can also find a suitable placement for your child, however the exact details of the placement will not be available until June 2020. This is called an LEBC Application. Through feedback from our previous cohorts, we believe that self-placement is more successful than an LEBC Application.

Work experience will be authorised for five school days between **Monday 29 June 2020** and **Friday 3 July 2020**.

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 £57 if LEBC find your child a placement. 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 29 June 2020** and **Friday 3 July 2020**, please complete [Form A](#) for a self-placement or [Form B](#) for an LEBC application. Both forms are available on the college website using the links in this letter and hard copies are available from main reception. Completed forms should be submitted to the school by **Friday 6 December 2019**.

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

Yours sincerely

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