



November 2022

Dear Parent/Carer

### Re: Work Experience Week 2023

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.

Work experience will be authorised for **five** school days between **Monday 26th June** and **Friday 30th June 2023**.

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 May 2023. This is called an LEBC application.

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 £51 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. (A payment plan is available and support is available to students who are eligible for Pupil Premium funding; please contact the school office.)

### Important dates

Tuesday 8th November 2022	After school drop in session
Monday 14th November 2022	Application deadline for LEBC placements
Friday 16th December 2022	Application deadline for self-placements and £10 deposit due from all
Wednesday 1st February 2023	Second payment instalment due
Wednesday 1st March 2023	Final payment instalment due
Monday 22nd May 2023	LEBC send out details of placements for students who have submitted an LEBC application
Monday 26th June 2023	Students go out on placements

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 26th June** and **Friday 30th June 2023**, please complete [Form A - LEBC Work Experience Application Form](#) or [Form B - Self-Placement Form](#).



Students have been provided with hard copies of both forms. Completed forms should be submitted to form tutors by **Monday 14<sup>th</sup> November** for an LEBC application or by **Friday 16<sup>th</sup> December** for self-placements. All completed forms **must be signed by a parent/carer** before being handed in, any forms that have not been signed will not be processed and this may slow your application down. The £10 deposit should be paid, via ParentPay, by Friday 16 December 2022.

A range of information and resources are available on the [careers and post-16 page of the school website](#) including presentations and videos which outline the process, a parent and student guide to help with applications, as well as copies of the application forms. However, if you have any further queries, please do not hesitate to contact me at school.

Yours sincerely

Mrs G Troy

CEIAG Coordinator

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