



12<sup>th</sup> October 2015

## Y10 WORK EXPERIENCE – 11<sup>th</sup>-20<sup>th</sup> July 2016

Dear Parent / Carer,

Between Monday 11<sup>th</sup> and Wednesday 20<sup>th</sup> July 2016, Year 10 pupils will have the opportunity to organise a Work Experience Placement with an employer for eight days. This is an invaluable opportunity to experience the world of work at first hand and prepare pupils for their future in the modern workplace. It is also the chance for them to demonstrate increased maturity and independence.

In this letter we seek to answer some key questions for your son/daughter:

### **What do I have to do first?**

- \* Think carefully about which area of work you would like to work in - obviously if possible this should be something you have interest in and may coincide with / compliment any career path you would like to pursue.
- \* Contact potential employers by phone/email/visit, but be prepared to be persistent if a response doesn't come back immediately.

### **What are the Health and Safety issues?**

- \* Due to legal requirements and school protocol, all employers **must** undergo a Health & Safety Welfare Assessment by an independent qualified assessor. The assessor will ensure all aspects of your child's safeguarding is in place such as risk assessments, insurance checks, emergency procedures, safety policies and control measures for their training and induction.
- \* This assessment will also include a visit to the employer to assess your child's working environment and to discuss the role and tasks applied for.

Bridgewater High School have a team of readily available assessors who will undergo these assessments: Once your completed paperwork is returned to school they will contact your individual employers to make their appointments.

**\* *Work experience placements with a family member or at a family business/home will still require this assessment & visit.***

#### **Principal**

Tim Long BA (Oxon)  
MA Ed, P.G.C.E, N.P.Q.H

#### **Headteacher Lower School**

Tracey Hatton  
BA Hons, P.G.C.E, N.P.Q.H

#### **Headteacher Upper School**

Keiron Powell  
BA Hons, QTS

**Website.** [www.bridgewaterhigh.com](http://www.bridgewaterhigh.com)





### Is there a charge attached to this?

\* Yes – if the employer you choose is not on the attached list of previously agreed placements there will be a charge of **£25** for any new assessment within the Warrington Borough (e.g. Stockton Heath, Birchwood, Culcheth, Woolston, Penketh) and **£50** if outside of Warrington (e.g. Halton, Northwich, St Helens, Runcorn, Widnes).

### What if I want to work even further afield?

\* Unfortunately school cannot permit you to take a placement outside a 25 mile radius of the school due to travel restrictions of the assessors. Placements in Manchester, Liverpool, Frodsham, Helsby again will cost **£50** per assessment (if you are unsure of the distance please contact school). The assessors **will not** cover Wrexham, Deeside or North Wales.

### Can my placement cover different dates?

\* No – even if the employer you had hoped for can only provide different dates, your experience **must** take place between 11<sup>th</sup> and 20<sup>th</sup> July.

### So what do I do once I have succeeded in confirming a placement?

\* A blank Self Placement Form (SPF) is attached to this letter. You need to return this to school with all sections fully completed including signatures, together with your payment and a copy of your employers ELI Certificate/Policy (Employers' Liability Insurance). **We cannot accept Public Liability Insurance on its own).**

\* Please note the deadline for the return of you paperwork is **Monday 22<sup>nd</sup> February**. Please return directly to Mrs Barlow in the Work Experience Office. Please make cheques payable to Bridgewater High School.

***If a work experience placement is not arranged pupils will be required to attend lessons as per their normal timetable.***

Should you need to contact school regarding any of the above please contact Mrs Barlow on 01925-263919 ext 345.

Yours Sincerely

Mrs D Barlow, Work Experience Coordinator

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