



October 2019

Dear Parent/Carer,

Each year all Year 10 pupils complete Work Experience with an employer. The dates for next year's placement will be **Monday 22<sup>nd</sup> June – Friday 26<sup>th</sup> June 2020**.

We request that all our pupils secure their own work experience placement. From previous experience we have found that these self-placements are usually the most rewarding as pupils can choose to complete a placement, which they feel may be most relevant to them. If your child is studying the BTEC Health and Social Care qualification, it is recommended that a placement be found within the Health and Social Care or Early Years sectors. **It is essential that pupils start to plan for their placement straightaway.** Unfortunately, we are unable to accept placements outside the local area as they incur an extra charge, which would be passed on to yourselves.

The first step is to choose the employer carefully. Pupils will need to visit the employer. **The employer must have Employer Liability Insurance and pupils must get a copy of their certificate.** Both pupils and the chosen employer must complete the Self-Placement Form. Pupils must also complete the Health Questionnaire. Each employer must be visited and considerable paperwork completed before the placement can begin. **All documents must be returned to Mrs Doctor (in the office next to Maths Room 4) by 17<sup>th</sup> January 2020.**

Checklist of documents to return to school -

Self-Placement Form   
A copy of the Employer Liability Insurance Certificate   
Health Questionnaire

If you would like to discuss anything please do not hesitate to contact us.

Yours sincerely,

**MR M HAWORTH**  
Year 10 Leader

**MRS A DOCTOR**  
Careers Coordinator