

January 2024

Dear Parent/Guardian

Year 10 Work Experience 2023

All students in year 10 are invited to take part in a work experience scheme from **3rd – 7th June**. This is part of the school Careers Education and Guidance programme and is intended to be an experience of the world of work, which may be connected to students' career aspirations.

Students are asked to research possible placements and then to email or telephone their chosen employer to enquire about the possibility of a placement. Please see attached documents that can help you with these conversations. Though some parents may well have their own contacts, the school does have a database of employers who have provided work experience placements for our students in previous years. To access the database please email Natasha.brown@teignmouthschool.co.uk

As soon as a placement is secured, please complete the attached Student Placement form (both parent and employer details) and return it to me by MONDAY 13th MAY to allow time for Health & Safety Checks to be completed.

All employers who agree to take students are contacted to check health and safety procedures and hold Public Liability and Employers' Liability insurance. Placements deemed high-risk will be visited by our Health and Safety workplace assessor. If there are any significant risks we will contact you with the details. Further details can be found in the attached 'A guide to work experience' leaflet.

Due to the ongoing restrictions and uncertainty of COVID-19 and the knock-on effect to businesses including closure, redundancies and working from home, we appreciate that finding a work experience placement this academic year may be challenging. Our advice is that the student, the employer and yourselves create a work schedule for the student so they can gain an insight into working life, that way the employer may be able to offer something rather than nothing.

If you have any queries regarding work experience, please do not hesitate to contact me at the school. Alternatively, students can come to the Careers Office in Winterbourne to discuss possible placements.

Yours faithfully,

Miss Natasha Brown
Careers Leader
Natasha.brown@teignmouthschool.co.uk