



REDHILL SCHOOL

24th July 2023

Dear Parent/Carer,

As part of the Year 10 Careers Curriculum, your child will take part in our Year 10 Work Experience from **Monday 20th – Friday 24th May 2024**. The 5-day Work Experience Placement is an opportunity for your child to gain valuable experience in a working environment, they will see first-hand the roles, responsibilities and skills associated with real working days. The experience will also help develop your child's self-confidence and give them a chance to develop important life skills.

Although next May seems like a long way away, it is important to begin planning now to avoid disappointment, as it can be challenging to find a suitable placement. Some of the more popular placements get secured extremely quickly. We are able to offer some limited assistance in finding placements, however, **your assistance is required in sourcing a suitable placement for your child.**

Pupils are encouraged to make the most of the summer break to approach companies they would be interested in working with. Other schools might be arranging work experience around the same time so the earlier your child gets a placement sorted the better.

When sourcing a work experience emplacement please use the following guidance:

What is a parent/guardian role?

- Placements must have Employer Liability Insurance, valid during the work experience placement week. Please note that this insurance does not cover your child on their journey to or from their placement.
- All placements will be subject to Health & Safety checks carried out by an external agency. The school pays for checks within the Dudley Borough. Placements outside the borough may still be possible but would still have to be checked and **parents will be responsible for the cost of this.**
- Placements will not be approved outside of England, and must abide to laws surrounding child working, including that children are not allowed to work before 7am or after 7pm.
- Sole Traders rarely hold Employers Liability Insurance and, therefore, placements are not usually allowed with a Sole Trader, the only possible exception being that the Sole Trader is a parent or very close relative.

“Commitment to excellence”

- Pupils will not be placed in their former Primary School.
- Parents will be responsible for arranging suitable transportation to and from the placement. Please be aware that transportation costs will not be covered by the school.

Once your child has secured a placement, the employer must complete the “Work Experience Offer Form”, this must then be returned either electronically to careers@redhill.dudley.sch.uk or to the Work Experience Co-ordinator as soon as possible. The deadline for finding a placement is **Friday 20th October**. A copy of the form can be downloaded from our school website or a paper copy can be collected from the Work Experience Co-ordinator or the Library.

What will the school be doing?

- Form tutors will encourage pupils to identify the kinds of placements they are interested in.
- During PSHE sessions pupils will continue to look at how to find and secure a work placement.
- If pupils are struggling they are welcome to speak to their Form Tutor, Mrs Baggott or the Work Experience Co-ordinator. While the deadline for agreeing a placement is October, pupils will be regularly chased on the progress they are making. When your child returns their “Work Experience Offer Form”, we will ensure that Health & Safety checks take place so that your child is safe.
- In the run up to the time of the placement, we will talk to all pupils about expectations and help to prepare them to make the most of the experience.

We are very excited to be in a position to run in-person Work Experience again next year, as we truly believe it to be a valuable opportunity for our pupils.

If you require any further information, advice or guidance please do not hesitate to contact Careers@redhill.dudley.sch.uk, Mrs Baggott or Mr Bacciochi.

Yours faithfully



Mrs V Baggott
Careers Leader



Mr J Bacciochi
Assistant Headteacher – Safeguarding, Attendance and Careers