



Downend School

Dear Parent/Guardian

## **YEAR 10 WORK EXPERIENCE**

Thank you for returning the parental consent form confirming you would like your daughter/son to complete a week of work experience during the week of 25 to 29 June 2012. The purpose of work experience is to provide students with practical experience of the world of work.

Work experience is a valuable part of personal development and allows students to increase their knowledge of the working environment and add to their learning and employment skills. As part of the programme students need to complete a log book which will encourage them to take responsibility for setting targets and support development of key skills and personal qualities. Work experience will also assist students in making career choices. Your support and interest is a key factor in a successful placement.

For the protection of employers, Downend School, and most importantly our students, there are various forms that have to be completed. We need Student Information form (DWE2) signed and returned ; I would like to draw your attention to the need for parents to let employers know, via this form, of any relevant medical information. This is so that employers meet their legal duties. Form DWE3 should be returned when a placement has been found. I have also enclosed a copy of the information sent to employers last year, please keep this safe as it sets out employer responsibilities.

*Health and Safety is paramount in work experience and all placements have to be checked by an independent organisation. We keep a list of registered employers, if your son/daughter's placement is not listed we require 18 weeks notice for checks to be carried out. There will be a charge for placements outside our allocated area, which covers Bristol and South Gloucestershire. We will pass on this charge to parents, so please contact me if you think this may apply to your child's placement.*

*If we are unable to arrange a Health and Safety Check or a placement does not meet legal requirements your child will not be able to attend that placement.*

*We treat all placements without these checks as an unauthorised absence. A placement should be arranged and confirmed by the end of February 2012 to ensure sufficient time for checks to be carried out.*

Please return the Student Information form immediately to allow your son/daughter to take part in work experience, and if you work in an organisation which could take part in the programme please contact me at the school, or via our dedicated email: [wex@downend.com](mailto:wex@downend.com). I would like to thank you for your support, without parental 'input' our students would not get the work experience placements they deserve.

Yours faithfully

Mrs P Jarrett  
**Information, Advice and Guidance Coordinator**