

Dear Parent/Guardian

## **YEAR 10 WORK EXPERIENCE**

At the end of year 10 your daughter/son will complete a week of work experience during the week of 11 July to 15 July 2011. 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.

The earlier a student finds and makes contact with a suitable organisation the better. This year our students will be given guidance on how to search and apply for placements as part of the Personal Development Curriculum. There is a great demand for placements, as students from all secondary schools in the area are also involved in the work experience programme. 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 Parental Consent (DWE2) signed and returned before the process can begin. I would like to draw your attention to the need for parents to let employers know, via the DWE2, of any relevant medical information in order for employers to 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 this will 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 may be a charge for placements outside our allocated area, which covers Bristol, South Gloucestershire, North Somerset and Bath & North East Somerset. We reserve the right to pass on this charge to parents, should the need arise, so please contact me if you think this may apply to your child's placement. We will treat all placements without these checks as an unauthorised absence. A placement should be arranged and confirmed by the end of January 2011 to ensure sufficient time for checks to be carried out.

Please return the Parental consent form by return 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 sincerely

Mrs P Jarrett  
**Work Related Learning Coordinator**