

June 2023

**Year 12 Work Experience**

Dear Parent/Guardian

I am writing to inform you that your son has now either secured or been allocated a work placement that he will undertake for 5 days the week beginning Monday 3rd July 2023.

I am sure you agree with us that work experience helps prepare students for the transition from school to the workplace and enables them to gain a wider understanding of the commercial world. As a result of this experience, students have the opportunity to develop interpersonal and social skills and increase their self-confidence, independence and develop an awareness of their own potential. As a working environment cannot be replicated in the classroom this opportunity, we feel, provides the students with a very valuable experience and therefore should be both welcomed and taken very seriously.

To support our students prior to their work placement, they will participate in an in-depth preparation programme during their PSHE lessons. They will be covering topics such as health and safety, employment law and employer expectations. To record their learning during this preparation period, and their daily experience whilst on placement, each student must complete their Work Experience Journal. It is imperative that your son take this journal to his placement each day and ask his employer to complete the ‘Employer Feedback’ (page 33) at the end of his placement.

In advance of embarking upon their placement, your son will be expected to telephone his employer to establish a point of contact, working times, lunch arrangements and to understand the dress code policy. With your support, your son will also need to consider and make arrangements for how he will travel to and from his placement to ensure he arrives there on time each day.

Your son will continue to be supported by West Derby School during his work placement. A member of staff will contact and/or visit his place of work each week to discuss how the placement is going, what skills your son is acquiring and provide any support your son may require. If you would prefer your son to have a visit from school, please indicate in the reply slip below. In addition, we have set up an email address for you to contact us with any queries or concerns that you may have before or during your son’s work placement. The email is [workexperience@westderbyschool.co.uk](mailto:workexperience@westderbyschool.co.uk).

To benefit from this opportunity 100% attendance is essential but in the event your son will be absent from his work placement due to illness, it is vital that you contact both the school and the work placement with details of his absence and when you expect your son to return to his placement.

Lastly, we urge all students to demonstrate a positive, enthusiastic attitude whilst on their work placement. During his work placement, your son will be an ambassador for West Derby School and therefore he will be expected to uphold the same behaviour standards as he would do whilst at school. We ask that you and your son sign the declaration on page 2 of your son’s Work Experience Journal to demonstrate that you understand and agree to the daily requirements of his work experience placement.

If you have any queries relating to your son’s work experience placement, please do not hesitate to contact me at school or via the email above.

Yours sincerely,

Mrs Williams and Mr Donohue

**Work Experience Commencing the week beginning Monday 3rd July 2023.**

**Pupil’s Name: ……………………………………………………………………Form: …………………….**

**I have read the contents of this letter**

**I would like my son to have a visit whilst he is on his work experience**