27/06/2023

Dear Parent/Carer,

This school year we are hopeful that we can once again allow our students to take part in work experience. This will take place during the week beginning 5th February 2024. We hope that during this week, many Year 10 students will be able to go on a work experience placement as this is one of the most valuable things a student can do to fully understand the world of work. Feedback from employers has shown that not all companies can offer 5 days and so we ask pupils to request UP TO 5 days as they could have a mix and match of work placement and time in school in that week. We have to ensure a health and safety check is completed for all placements and so the students need to begin looking for placements as soon as possible. In an ideal world this would be a placement that links to any ideas they already have for their future but this may not be possible and of course, some of our students won’t yet know what they want to do. We encourage them to look for something that will interest them and enthuse them about their futures. We will support them in school but to build independence we ask them to try to find their own placement and we encourage them to make phone calls and send emails themselves. However, any help you can offer would be greatly appreciated as it can be challenging for students to do this and sadly over the years we have found it increasingly difficult to find placements for all of our students. When they have been successful in finding a place, students will be asked to complete a form with all of the information for us so we can complete the relevant checks. We cannot guarantee that all placements will be confirmed due to the stringent health and safety checks for children to go on work experience. The deadline for this is FRIDAY 10th NOVEMBER 2023. Please be aware that we cannot accept any forms after this date. This may sound like an early deadline but this is necessary to allow all of the checks to be completed. In the past, students have expressed disappointment when they have handed in a form late and we have had to tell them we cannot accept it so we would appreciate your support in helping them to understand that the deadline is fixed.

To support them finding a placement, we use a website called ‘Safety Measures’ and I have attached the information for your child. This may be useful if they are unable to source their own placement. Sadly, feedback from last year tells us that some placements on the website no longer exist. Please be aware that Fernwood does not run this website but offer it as an option for you to explore.

For those students that are not able to find a placement by this date or for those whose placements are not for 5 days, we will expect them to be in school, as normal during that week. There will be a range of lessons and workshops by staff and outside providers so it should still be a useful and interesting week for them.

Finally, there is a ‘work experience’ area of the school website that you can use to find any information you might need and Mr Smith will use the year group Teams page to communicate any useful information or ideas to the students.

We thank you for all of your support.

Yours sincerely,

Mrs A Cannon

Assistant Head Teacher