

11<sup>th</sup> September 2024

Dear Parent/Carer,

**Year 10 work Experience Programme – 14<sup>th</sup> – 18<sup>th</sup> July 2025**

We are pleased to confirm the dates for our forthcoming Year 10 work experience programme which are **Monday 14<sup>th</sup> – 18<sup>th</sup> July 2025**. This is the second year we have been able to offer all of Year 10 work experience and we are really excited they can be part of this fantastic opportunity.

Work experience provides an excellent opportunity for students to gain an insight into the working world, develop important employability skills and boost their confidence. It is not always important that the placement exactly mirrors the students career aspirations; employers often refer to the value of transferable skills like communication, the ability to work in a team, motivation and using your initiative, which work experience, in any setting, will give them. We ask you for your support throughout this process to ensure that all students have the best possible experience.

We partner with NYBEP (a Business and Education Partnership covering Yorkshire, Humber and the North East) to help us deliver work experience. NYBEP will complete the Young Person's Risk Assessment prior to the students starting their placement.

**Signing up for a work placement:**

**Parents will need to give consent by completing the reply slip below by Friday 20<sup>th</sup> September 2024. This must be handed into student services. Without parents' consent unfortunately students will not be able to take part**

After the reply slip has been submitted each student will receive an invitation to download and use the Connect platform either through an app or online portal, to manage their work experience via email/QR code. We ask for your support with your child accessing this and we will also support them to access this in school. Please ensure that your child supplies any medical conditions/relevant health information when they first enter their details on the ConnectEd app. This forms part of the consent process which the employer will agree to, so it is important this section is completed. The deadline for accessing the portal and logging in is **Monday 30<sup>th</sup> September 2024**.

In the first instance, we are requesting that students seek their own 5-day placement for the dates above. We will provide sessions to support your child with this and sources of information to help find a placement. Once your child has found their placement, they will need to enter the details of the employer and the role onto the app or portal. This will allow the school to view the proposed placement, agree and verify the employer's details.



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Upon verification, all parties, including yourself, will be sent an email link to consent to the placement. Without this, students are not able to start their placement. Once consent is given this will start the risk assessment process therefore in order for this to be completed, please make sure that your child submits their placement on the app or portal by **Monday 3<sup>rd</sup> March 2025**.

**Things to consider:**

- Students are encouraged to engage with essential pre-placement resources, like Skills Builder, via the app, to prepare for their placement. This also helps to inform the employer on the areas they would like to focus on during their placement.
- We advise all students to contact their employer prior to their work experience start date to confirm that everything is still in place.
- If students are ill, they must inform both the employer and school each day that they are absent. Students will also be contacted by a member of the school staff during their placement to make sure the experience is going well, but if there are any issues or concerns you should contact the school.
- The employer will confirm the student's attendance with the school during the placement, at the end of the placement they will be given the opportunity to provide feedback about the student.

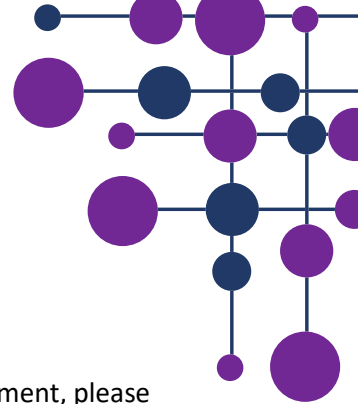
Finally, thank you for your support in preparing your child for work experience. It is an excellent opportunity to shape their perception of the world of work and hopefully inspire their future career pathways.

If you have any queries about the scheme, please do not hesitate to contact the school directly.

Yours faithfully,

*T Woodhead*

Tracy Woodhead  
Careers Leader and Work Experience Coordinator



**Parent/Carer Consent Form: Mrs Woodhead Work Experience 2025**

In order to ensure you receive important information about your child's work experience placement, please complete this form in full to consent to share your email address with NYBEP. Please return the completed form to student services no later than **Friday 20<sup>th</sup> September 2025**

**Student details:**

Student name:.....

Form Group:.....

**Signed (Parent/Carer):**.....

**Email address (parent):** .....