

WALTON HIGH SCHOOL



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PROUD TO BE A PART OF



Headteacher: Mr N D Finlay BA (Hons)

Deputy Headteachers: Mr B Fletcher BSc (Hons) MSc

Dr J Rowley PhD BSc (Hons)

Dear Parent/Carer,

As you may be aware, all Year 11 students will be expected to complete Work Experience during the week **2nd- 6th December 2019**.

Work experience is an opportunity to introduce young people to the reality of working life, within a willing organisation or business, which the student is interested in. By taking students on work experience, the employers get an opportunity to engage, inspire and inform young people about what working life is really like.

Students have had a PSHE session and an assembly, explaining what they need to do to secure a work experience placement. The main details are also available on the school website, in case your child was absent.

It is important we have all requests handed in 8 weeks prior to work experience, to ensure Entrust can complete health and safety checks and visit any non-approved employers, where applicable. Students should be contacting employers they are interested in, as soon as possible. Contact details for previously used placements are available in school from Mr Stokes, or your child's tutor.

Key points to bear in mind:

- Inform the employer of any medical/physiological/special needs they may have so the placement can do an appropriate risk assessment to ensure their safety during work experience week including how students will get to/from placement.
- If placement is a Sole Trader and you are happy for them to be on a 1-1 basis you must take legal liability for that placement.
- Any out of area placement will require an additional form to be completed by the person with parental responsibility. This will be given to the student at a later date if requested.

Your support and prompt response to ensure a placement is found would be gratefully received.

Should you have any questions please don't hesitate to contact me on the contact details below or our Work Experience Secretary, Mrs Collins on 01785 334917 Ext 619, or c.collins@walton.staffs.sch.uk

Yours Sincerely

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