### WORK EXPERIENCE 2018-2019

Dear Parents/Carers

As part of Sandhill View Academy’s work related learning curriculum all students in Year 10 will have the opportunity to participate in work experience every **Wednesday afternoon**. It is an opportunity for students to spend some time with an employer or other organisation, allowing them to experience as far as possible the hours, working conditions and regulations they may encounter when they go to work themselves.

The dates of the work experience programme for next academic year are:

**Wednesday 31st October 2018 – Wednesday 22nd May 2019**

**Please complete and return the attached Work Placement Parental Consent Form to Mrs Akien, Director of Careers by Thursday 19th July. Without this form, we are unable to begin arrangements for your son’s/daughter’s work experience.**

Students are encouraged to make their own arrangements to go to a particular place of work. They will need to complete **the Work Placement Form and return it to my office.** Work placement forms need to be submitted **at least 4 weeks** before the placement start date to enable us to carry out all the necessary risk assessments, insurance and health and safety checks for the placement. **Work placement forms can also be handed to the academy’s main reception at any time during the summer holidays. This will enable us to carry out the necessary checks during the school holidays.**

Where placements are deemed unsuitable in terms of health and safety, the student will not be allowed to attend that placement and support will be given to help them find alternative placements.

Sometimes companies, who have previously agreed to take a student on work experience, may suffer financial and economic difficulties and may be unable to place the student. Should this happen, the Sandhill View Academy will endeavour to support the student in finding another placement; however we cannot guarantee a placement will be found.

Should you have any concerns or queries please do not hesitate to contact me via the school office or refer to the work experience section on our school website which contains more information.

Yours sincerely

Mrs. H.M.Akien

Director of Careers and Community Relations