

19 January 2024

Dear Parent/Carer,

Year 10 Work Experience 2023/2024 and Parent Launch Event Invitation (24 January 2024, 7.00pm - 8.00pm)

The Weald will be launching its Year 10 Work Experience Programme in the form of an assembly where your child will receive information about the key processes and deadlines for organising their work experience placement via a year group assembly.

Please read the following parent letter for more information about our Year 10 Work Experience Programme and an invitation for you to [virtually](#) join us for our Year 10 Work Experience Parent Launch on Wednesday 24 January 2024, from 7.00pm until 8.00pm.

As part of our careers programme at The Weald School, students are expected to undertake five days of work experience in Year 10. For the 2023/2024 academic year, this will be from **Monday 1 July 2024 until Friday 5 July 2024 ('ACE Week')**.

We are aware that, owing to government funding cutbacks, a number of schools are withdrawing their work experience programmes. However, at The Weald, we are aiming to continue with these because we recognise that students benefit from work experience in a number of ways. This can include:

- Enhancing their knowledge of the demands and expectations of working life
- Preparing for the world of work, including developing their employability skills
- Granting an insight into the competencies (*e.g. knowledge, skills, and qualities*) required for particular jobs, industries, and employers, and how their studies are relevant towards developing these
- Providing an opportunity to experience success in a workplace environment (*and outside of the classroom*)
- Enabling opportunities for professional, personal, and social development, including self-reflection and -evaluation of performance and learning
- Equipping them with work experience and a potential referee for their CV and future education, training, and employment applications
- Allowing them to try a vocational preference to support realistic and informed post-18 decision making

Health and Safety

The Health and Safety Executive advises that placement providers have main responsibility for the health and safety of work experience students, and must treat them under health and safety law as if they are an employee. This includes avoiding, minimising and/or having robust risk assessments in place to manage any significant risks in the workplace, including with reference to the work experience student's age.

As an education provider, the Health and Safety Executive asks that we take reasonable steps to satisfy ourselves that placement providers are doing the above. For these reasons, we must provide permission for all Year 10 work experience placements to go ahead via students, employers, and

parents submitting a Unifrog placements form by **Monday 25 March 2024**. Please [click here](#) to view a guide on how to complete the Unifrog placements form, which you can also send to employers.

Unifrog Placement Form Processing Charge

Our processing of Unifrog placement forms incurs an administrative charge of £5.00 per Unifrog placement form submitted for review, which we will request from you via ParentPay. Students in receipt of the Pupil Premium Grant (PPG) will have the costs of processing their Unifrog placements form waived.

Work Experience Policy

We ask that students, parents, and carers read the School's work experience policy on our website, paying particular attention to the section titled 'responsibilities', as this explains the duties and expectations of each party with regards to the running of the Year 10 Work Experience Programme.

Sourcing a Placement

Students are expected to independently source, with support from the School, their Year 10 work experience placement. We believe this not only helps ensure each student undertakes a placement that is more useful to them, but also helps them with developing important employability skills for the future. For this reason, and with the submission deadline of Monday 25 March 2024 for steps 1-3 (student, employer, and parent) of the Unifrog placements form to be submitted in mind, we actively encourage your child to start investigating the kind of work experience placement they would like to undertake. Placements can be highly sought after in the local community and, as such, opportunities may be secured months in advance. Please note that, at the time of writing, The Weald can only provide permission for in-person placements.

The Year 10 Work Experience page of The Weald's Careers Site [click here](#) includes advice and resources for finding a placement, including our Community Work Experience Database, template and example work experience request letters and emails, and the guide for students, employers, and parents/carers on how to complete and submit a Unifrog placement form. I (Ms Morris, Careers Manager at The Weald) am most happy to support students who encounter challenges with independently sourcing a work experience placement via my weekly careers drop-ins (*Wednesday lunchtimes and after school in the LRC*) or careers@theweald.org.uk.

Year 10 Work Experience Parent Launch (Virtual)

Lastly, we would like to invite you to a virtual parent launch event on Wednesday 24 January 2024 at 7.00pm about this year's Year 10 Work Experience Programme and so that you may ask any questions that you have at this stage. Parents and carers of Weald students who have undertaken a work experience placement in the past will benefit from attending this virtual event, as our processes have significantly changed since the Year 10 Work Experience Programme was last run. [Click here](#) to register your virtual attendance by the end of Monday 22 January 2024.

If you have any questions about our Year 10 Work Experience Programme, please email me via kobrien@theweald.org.uk

Yours faithfully,



Miss K O'Brien
Careers Manager