

January 2023

Dear Parent/Carer,

Y10 Work Experience Parent Launch - 11 January 2023, 7.00pm

Thank you for those who were able to attend last week's Year 10 Work Experience Virtual Parent Launch on Wednesday 11 January 2023 at 7.00pm to find out about this year's Year 10 Work Experience Programme and ask any questions that you may have.

For those who were unable to attend, or who would like to revisit what was discussed, please [click here](#) to view the slides and [click here](#) to watch the recording.

Additionally, please [click here](#) to download a letter for employers that confirms our work experience weeks for the 2022-2023 academic year and provides information about the Unifrog placements tool. Please feel free to forward this on to the employers your child(ren) is requesting a work experience placement with.

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 Thursday 30 March 2023**. Please [click here](#) to view a guide on how to complete the Unifrog placements form, which you can also send to employers.

Employers need employers' liability insurance to host a work experience student unless they are exempt from the Employers' Liability (Compulsory Insurance) Act. These sorts of employers are exempt from needing Employers' Liability Insurance:

- Sole traders, and companies employing only their owner where that employee also owns 50% or more of the issued share capital in the company;
- Most public organisations including government departments and agencies, local authorities, police authorities and nationalised industries;
- Health service bodies, including National Health Service trusts, health authorities, primary care trusts and Scottish health boards;
- Some other organisations which are financed through public funds, such as passenger transport executives and magistrates' courts committees;
- Family businesses, i.e. if all of your employees are closely related to you (*as husband, wife, civil partner, father, mother, grandfather, grandmother, stepfather, stepmother, son, daughter, grandson, granddaughter, stepson, stepdaughter, brother, sister, half-brother*

or half-sister). However, this exemption does not apply to family businesses which are incorporated as limited companies.

The employer is provided this guidance on the Unifrog placements form and can declare on the form if they are exempt from needing Employer's Liability Insurance.

Unifrog Placement Form Processing Charge

Our processing of Unifrog placement forms incurs an administrative charge of £5.00 per Unifrog placement form submitted for reviewal, which we have requested 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 Thursday 30 March 2023** 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.

I am really looking forward to seeing the range of employers our Year 10 students are applying to undertake their work experience week placement with and, in time, hearing about all of the exciting activities they undertook and important experiences they gained. My deepest thanks for your support in making this happen.

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

Yours faithfully,



Ms E Morris
Careers Manager