



16<sup>th</sup> October 2017

Dear Parents/Year 10 Students,

**WORK EXPERIENCE – 9<sup>th</sup>-13<sup>th</sup> July 2018**

Tarleton Academy believes that for some students work experience is a valuable opportunity, for some it reinforces their career choices – even if only to confirm what they do not want to do. For others it can be a turning point in making them realise what they need to do in their school work to make sure they secure the best possible career path.

After careful deliberation we would like to offer your son/daughter the opportunity to take part in Work Experience during July 2018. I have found that Work Experience for the vast majority of students is extremely valuable. Students have found it very useful to include information about Work Experience when applying for college courses, apprenticeships or jobs, using the employer as a reference.

Unfortunately, the government has withdrawn funding for Work Experience placements - this funding usually pays for the Health and Safety checks and the administrative processes in securing a work experience placement. **Therefore, there will be a cost to students if they wish to go on work experience which will be £29.50\*per student - this will cover the cost of Health and Safety checks and administration. Students in receipt of Free School Meals will have this cost covered by Pupil Premium funding that the school receives.** Unfortunately if the deadline for forms to be returned is not met, the cost will increase and students may not be able to secure a placement.

**In order to keep the costs this low, students will have to secure ‘self placements’ – students will have to find a Work Experience placement themselves and bring back the relevant paperwork. Should your child’s placement be out of the local area this may incur an extra fee of £60.00 for the H&S checks to take place.** Students can organise a self placement for any number of days within the dates allocated, which can **fit around any excursions or fieldwork outings they may be involved in** during that time. They will have to **make employers aware of any organised dates when securing the placement.**

For those students not involved in work experience and/or trips, a timetable focusing on core skills will be formulated in school. This will be determined nearer the time once we know the number of students involved.

The vast majority of students find a self placement by approaching a firm directly; this could be through family or friends. The employer must then be checked for Health and Safety, Insurance Cover and the suitability of the activities planned for them. This procedure can be very time consuming and you will appreciate the importance of keeping to the deadline set for the return of any paperwork.

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Mrs. L. A. Gwinnett, Executive Headteacher Tarleton Academy, Hesketh Lane, Tarleton, Preston, Lancashire PR4 6AQ  
General Office: (01772) 812644 Email: [enquiries@tarletonacademy.org](mailto:enquiries@tarletonacademy.org) [www.tarletonacademy.org](http://www.tarletonacademy.org)

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In choosing placements, students need to be mindful of possible health problems in some environments and if they have any allergies. They must make sure they can travel to and from work for the time specified by the employer, bearing in mind the cost of the transport as well as the location of the work place. They must also check if any special clothing is needed and whether it will be provided by the employer or if you will provide your own.

So that we can be sure of the suitability of the placement we ask that you complete and return the enclosed medical questionnaire for work experience purposes.

**Please can you also inform the school office of any updated information regarding your son/daughter's medical details and emergency contacts.**

Please discuss with your son / daughter the suitability of the choices they have made before the forms are processed. Personal qualities such as punctuality, reliability, responsibility, adaptability, co-operation, good communication and presentation as well as courtesy and patience are among some of the attributes, required in the work place. It is hoped that Work Experience will help to develop these further.

If your son/daughter would like to participate in Work Experience, the relevant paperwork will need to be completed and returned, along with payment by **Friday 10<sup>th</sup> December 2016**. **Please see below for details of forms needed:**

<b>Medical Questionnaire</b>	to be returned by	Friday 15 December 2017
<b>Self-Placement Forms</b>	to be returned by	Friday 15 <sup>th</sup> December 2017
<b>Certificate of Public Liability</b>	to be returned by	Friday 15 <sup>th</sup> December 2017
<b>Payment for Work Experience (£29.50)</b> <i>(Payments to be made on-line)</i>	to be received by school	Friday 15 <sup>th</sup> December 2017

Deadlines are set by EBP, the external agency and need to be adhered to as they require time to complete the Health and Safety checks on the company agreeing to provide a placement for the student.

If you have any questions or wish to discuss this matter further please do not hesitate to contact me at school.

Yours sincerely,

*J Christie*

Mr J Christie  
(Assistant Headteacher)

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\*Students on free school meals would be covered by the school.

**Attachments** – reply slip with payment details, self placement form, medical questionnaire

<b>Reply Slip - Work Experience – 9<sup>th</sup> – 13<sup>th</sup> July 2018</b>
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Student name: \_\_\_\_\_ Tutor group: \_\_\_\_\_

**I do / I do not** wish my son/daughter to take part in work experience (delete as appropriate)

I have paid £29.50\* via the on-line system for the cost of health and safety checks and administration.

\*Students receiving free school meals will be covered by the school.

\_\_\_\_\_ **does / does not** (delete as appropriate) receives Free School Meals

**Checklist. Please return the following by 15<sup>th</sup> December 2017**

- Payment of £29.50\* - Online
- Medical Questionnaire
- Self placement form
- Certificate of public liability

**Please return all forms to Mrs Hammerton in the PDC.**

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