



# Alder Community High School

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Headteacher: Mr R O'Regan BSc (Hons) NPQH

6<sup>th</sup> November 2018

Dear Parent/Guardian

## Re: Year 10 Work Experience 1<sup>st</sup> – 5<sup>th</sup> July 2019

During the week commencing Monday 1<sup>st</sup> July 2019 your child will be required to participate in a 'Work Experience' placement operated by the school in association with Changing Education. The aim of a work experience placement is to give young people a taste of 'The World of Work', so that they may begin to appreciate the demands which will be made upon them when they enter employment after they have completed their education.

Work Experience is organised with the help and cooperation of Changing Education. It is voluntary, subject to the consent of Parent/Guardian and is unpaid. Each student will be expected to work the normal working hours of the firm or organisation for the duration of the placement, unless prohibited by the constraint of a previously arranged appointment (medical etc) or genuine illness. In these circumstances the students should inform the Employer at the beginning of the placement. Changing Education check all placements to ensure suitability on behalf of young persons engaged in 'Work Experience'. Employers participating in the scheme will hold Employer's Liability and Public Liability Insurance.

We expect **ALL** students from the whole ability range to take advantage of the opportunities offered by the Work Experience scheme. The scheme is planned well in advance as we need to ensure that the necessary administration procedures are in place. Your child's teachers will plan their programme of work to compensate for the week out of school and ensure that teaching and learning are not affected by the activity. If you have any queries about the scheme, please do not hesitate to contact me at school.

Your child has attended an information assembly run by Changing Education to inform them of the process of obtaining a placement. This year, Changing Education have introduced 'The Connect Placement Manager App' to allow students to secure work experience placements quickly without the need for paper forms. This can be downloaded for free from all app stores or by using the following link <https://play.google.com/store/apps/details?id=com.chent>. In order to logon students will need their Unique Learner Number which they will be given by form teachers and should have written down below:

**Name:**

**Unique Learner Number:**

Parental consent for Work Experience is given through the app and support on the use of the app will be provided. Should your child not have access to a mobile phone they can obtain a Work Experience Form from myself or Mr Halliday in the D corridor Office.

If your child is struggling to decide where they would like to be placed, they can see me at school at any time to discuss this.

Yours sincerely

Mr T Eaton  
Head of Careers

