



Wightwick Hall School

Developing Life Skills through Ethical Business Education

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Headteacher: Mrs Ceri Rowley

Reference: Work Experience

Date: 13/11/24

Dear Parent/Guardian,

We are writing to inform you that the school has dedicated three weeks this academic year to work experience. Work experience will take place on the following dates:

- Autumn Term 9th – 13th December 2024
- Spring Term 17th – 21st March 2025
- Summer Term 9th – 13th June 2025

Work Experience is a valuable opportunity in helping our students to prepare for the world of work and develop their employability skills. It also provides a sample of a potential career pathway, and most importantly, allows the student to gain the independent skills of searching for a job, communicating with employers and fulfilling a role within an organization. It is recommended that work experience lasts the whole week to give students a full flavour of work, however we anticipate that some businesses may not be able to fulfil this, so even 1 day would be a fantastic opportunity for students to experience the world of work.

The school has a small number of providers that are readily available for students to use. However, we would be extremely grateful if parents could support their child in finding a work experience placement. The placement does not have to be directly linked to their possible career path, the aim is to provide experience of a workplace and help develop their employability skills. It is imperative that work experience takes place in the normal hours of school, where possible the school may be able to provide transport to work experience placements.

Although December seems a very long time away there is a lot of work to do behind the scenes, including workplace visits to complete, health and safety assessments and insurance checks. Therefore, we would be very grateful if you could help your child to source their own placement and return the Work Experience Placement form by Friday 22nd November 2024. However, as we need to complete over 30 checks we would appreciate a response as soon as possible.

There are certain work experience opportunities not allowed, for example lone working with one adult and working on construction site. Sources for help for work experience placement:

- Personal contacts - family / friends / Neighbours / teachers
- Yellow Pages (www.yell.com). This has a search facility by area to narrow the categories of employers.
- Be prepared to make numerous phone calls.

The organisation providing the work experience placement must have both Employer Liability Insurance (ELI) and Public Liability Insurance (PLI). If you wish your child to have a placement with a mother, father or guardian and they do not have Employer Liability Insurance (ELI) this may be considered but we must be made aware of this on the Work Experience Placement Form.

Attached to this letter is the Work Experience Placement Form, Frequently Asked Questions and a sample email that you can use to support your child with finding an appropriate work experience placement. Once your child has found their placement, the form attached to this letter needs to be completed and handed to their form teacher at the earliest convenience.

Students will not be allowed to complete their work experience without a completed work experience form and successful placement checks as this is a legal requirement. If students are unable to find a work experience placement, they must attend school as per normal.

Your Sincerely,

Mr J. Mole

Interim Assistant Headteacher