



21st July 2022

Year 10 Work Experience / 15th – 19th May 2023

Dear Parents/Carers and Students,

Further to the parent information evening, which included information on work experience placements for the full Year 10 cohort during the week of 15th – 19th May 2023, please see the below information setting out the expectations for all students to source their own work experience placements by **Friday 30th September 2022**.

Work Experience is an important part of education and supports young people to make career decisions, develop employability skills and support successful transition into Further Education, Higher Education, apprenticeships and the workplace.

Finding a work experience placement

Students will need to find their own placement for work experience with your support. This could be a placement with you or other relatives, friends/connections, or by simply approaching an employer directly. Finding an own placement will mean that students will be able to undertake a suitable placement that is of interest and personally rewarding to them.

It also helps develop communication, resourcefulness and initiative and will help ensure that they have access to a wide range of jobs and employers. Help ensure that they have access to a wide range of jobs and employers.

Should students be unable to source their own placement, we do have a database of available employers and placements, and we do our best to place students in a sector they are interested in. However, it can be challenging to find placements that match student needs; for example this year, due to Covid and the changing workplace, a number of companies in the database (such as accountants, solicitors and medical practices) could not offer placements either because staff were working from home, staff illness or they were unable to commit in the light of COVID.

Note: A work experience placement cannot be outside of the UK or in a place where your child would need to be over 16 to access it (i.e. a tattoo parlour). It is also a legal requirement that all employers have 'Employers Liability Insurance' in place unless the parent is a sole trader.

What happens next?

Students and parents start to explore options over the summer holidays. We would need to know of any confirmed placements by **Friday 30th September 2022** due to suitability, risk assessment and health and safety checks that will need to be carried out by East Sussex County Council. Please email me on srooney@willingdonschool.org.uk with the name of the employer, their address, contact telephone number & email address.

Should you have any questions please do not hesitate to contact me however I will not be able to respond until Monday 5th September 2022.

Kindest regards,

Sarah Rooney
Careers Adviser