



# SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

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LETTER TO GO WITH PARENT/CARER FORM DEC. 2024

## WORK EXPERIENCE

Dear Parent/Carer

Following on from your child's form time career sessions and assemblies along with information on The Head's Herald. If you have managed to find your child a Work Experience placement please can you complete the consent form via the Microsoft Forms link or use the paper copy, by **Friday 28<sup>th</sup> February 2025**.

Work Experience is when students spend time in an adult working environment carrying out tasks and duties more or less as an employee. The placement will not necessarily reflect the eventual career choice of the student but should allow a broad experience of the workplace and an opportunity to develop skills for the future. **The dates for Work Experience will be Monday 31st March – Friday 4<sup>th</sup> April.**

Students who have not got a placement will complete a work experience in school with a company.

### Work experience helps students to:

- Understand the world of work
- Improve and appreciate their skills and talents
- Gain confidence
- Accept the importance of school work and achieving good qualifications
- Gain knowledge of particular jobs or careers

### School will prepare the students before their work experience in the following areas:

- Health and safety in the work place
- Standard of behaviour expected
- What to do if things go wrong
- What to do if ill or unable to attend during the placement

Work experience can be quite a challenge!

### Parents can help by:

- Checking that the placement is going well
- Encouraging a mature response to any difficulties
- Encouraging your son/daughter to persevere even if the placement is not what they expected
- Letting the school know if there is a real problem
- Informing the school and the employer if your son/daughter is sick



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## **After the Placement**

Many students find work experience is a key influence in developing their self-esteem and enjoy the time spent in an adult environment. Students will get a chance to discuss their experiences with their tutors but as a parent you can also talk over what your son/daughter has gained from the experience and relate it to your own experience of work.

## **GENERAL INFORMATION**

All employers providing work experience placements must be approved with a **Health and Safety** check to ensure that employers have the necessary insurance to cover students and that appropriate health and safety arrangements are in place.

The Work Experience Application Form includes agreement statements that parents/carers must tick in consent to their child taking part in work experience. You will also be asked to provide information on any relevant medical conditions that may affect the choice of placement or that the placement provider should be aware of. Employers will receive your contact details for any emergencies.

Hours of Work will usually be the hours worked by young employees of the organisation and will normally be longer than school hours. The hours worked by students will vary according to their placement. Parents must assume their normal responsibilities for their child's safety and associated costs when travelling to and from a work placement.

Work experience is part of the school curriculum and therefore students are not paid. A few employers may give expenses for lunch or travel, but as employers offer placements free of charge, expenses must not be expected.

## **Reporting Accidents**

Placement providers are required to report any accident or incident involving a student to the school. If you have any concerns with regard to accidents, please contact C Slough on [workexperience@boteler.org.uk](mailto:workexperience@boteler.org.uk) Students are expected to hold in confidence any information about the employing organisation that they may obtain during work experience.

Yours faithfully



Mrs A Mawby  
**Assistant Headteacher Personal Development**