

07 November 2023
GLN/JWE



Dear Parent/Carer,

Work Experience 2024

As part of our school's Careers Programme, we are delighted to be able to offer 5 days' work experience to all our Year 10 students. Experience of a 'real life' workplace is enormously important for our young people as it gives them an insight into what they can expect from future employment once they leave education. It will show them how the things they are learning at school can be applied to a work environment, and how key skills like punctuality, presentation and reliability will help them to find work as an adult.

The date of this year's work experience will be from **Monday 22 April until Friday 26 April 2024.**

Students are free to choose their own placement but there are a series of checks the school must make to ensure each placement is safe and appropriate. Please carefully read the enclosed 'work experience guidelines' document, for more detailed information on the types of placements which would be acceptable, and other useful information.

There are four forms for your young person to ensure are correctly completed and signed before emailing to me at gemma.larkin@clf.uk (electronic copies are available to download from our website, or paper copies can be requested from student reception).

Once received, I will work with our Safeguarding team to complete any necessary checks with the employer before the placement can be agreed. **You will be notified once the placement has been agreed.**

Part of the benefit of work experience is that students learn skills in how to write a professional letter or email to employers. I have enclosed an example of a letter or email which could be used but should be adapted by the students to personalise it to the company they are writing to. Placements do get filled quickly, so students should start sending out requests as soon as possible.

If your young person is unable to find a placement, please contact me for advice. The school has a small database of employers who have offered placements in the past, but we are continually looking to expand this to support our students and therefore, if you or your employer could offer a placement to a student, please do let me know.



WORK HARD, BE KIND

PRINCIPAL: MISS K OGDEN | CEO: MR STEVE TAYLOR |

ADDRESS: KING'S OAK ACADEMY, BROOK ROAD, KINGSWOOD, BRISTOL BS15 4JT

EMAIL: KOA.PRINCIPAL@CLF.UK | WEBSITE: WWW.KINGSOAKACADEMY.CLF.UK

LOWER SCHOOL: 01179 927 129
KOA.LowerSchool@clf.uk

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UPPER SCHOOL: 01179 927127
KOA.UpperSchool@clf.uk

Due to the time needed to process safeguarding checks which must be completed before signing off a placement, the deadline for final acceptance of work experience paperwork is **Friday 01 March 2024**.

Any students who have not submitted fully completed forms by this date will not be guaranteed to have their placement considered.

Please be aware that students who are either unable to secure a suitable placement or who choose not to participate, will be expected to attend school as normal.

If you have any questions, please contact me at gemma.larkin@clf.uk

Yours faithfully,



Gemma Larkin
Exams and Careers Lead

Enclosed: Work Experience Placement Guidance and FAQ's
Example Letter



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Work Experience Placement Guidance and FAQ's

Forms which require completing

- Work Experience Agreement – details of the employer, their address and insurance information. To be signed by student, parent/guardian and employer.
- Letter of Understanding – a ‘contract’ which all three parties need to sign to agree to their responsibilities regarding the placement.
- Health & Safety Questionnaire – For the placement provider to complete and sign. Our Safeguarding team will check this for any unacceptable risk, or further information may be requested.
- Health Declaration – For the parent/guardian to fill out and get signed by the employer so they agree to the placement with full knowledge of any medical conditions they may need to accommodate and can keep the young person safe.

Digital copies of the forms are available to download from the careers section of our website. Please note that Digital signatures are acceptable for electronic forms.

Paper copies can also be requested from the Upper School Office.

Unacceptable work placements

No Fixed Location (Mobile Services)

For example:

- Tradesman, visiting multiple addresses.
- Home carers, visiting multiple addresses.

High Risk Locations

For example:

- Construction sites
- Working from height e.g., scaffolding

Solo Working

Solo working with just one employee, unless an immediate family member (confirmation of this would be required in writing). Please note, this does not mean the student working 1:1 with an employee whilst there are others in the building/vicinity, it means placements where the student would be working alone with just 1 other adult, that is not a family member.



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| | <p>Establishments Offering Cosmetic Procedures For example:</p> <ul style="list-style-type: none"> • Beauty salons offering fillers or Botox. • Tanning salons • Tattoo shops <p>Employers without Employers Liability Insurance. Employers must have a current valid Employers Liability Insurance.</p> |
| <p>Ideas for acceptable placements:</p> <ul style="list-style-type: none"> • Education settings (Universities, Schools, Nurseries) • Residential or Care Homes • Office-based work • IT companies • Banks • Leisure Centres | |
| <p>Further information may be required before agreeing to placements involving:</p> <ul style="list-style-type: none"> • Animals • Hair/Beauty Salons • Retail • Car mechanics • Heavy machinery • Hospitality or food preparation | |
| <p>Virtual work experience Following the pandemic, some companies will still offer virtual work experience to students. This could take place at the young person's home address as long as parents/guardians agreed to supervise the online safety of their child at home, and school email addresses should be used for contact and no personal information should be shared e.g., home address.</p> | |
| <p>Travel arrangements You will be responsible for your young person's travel arrangements to and from their placement. Please consider this when choosing a placement.</p> | |
| <p>Lunch breaks As part of the Work Experience Agreement form, you will be asked if you give consent for your young person to leave the placement premises at lunchtime.</p> <p>Depending on the employer, they may or may not have food storage or preparation equipment on site in a staff room, canteen or similar.</p> | |
| <p>Absences During placement, Kings Oak Academy must be aware of each young person's location each day.</p> <p>Therefore, if your young person is absent from placement for any reason, please call the school absence line to report this as usual, in addition to contacting the employer to inform them as well.</p> | |



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AN EXAMPLE OF A LETTER OR WORDING FOR AN EMAIL OR LETTER THAT YOU CAN ADAPT TO SEND TO EMPLOYERS

Name of Employer
Address of Company

Your full name
Your full address

Dear Sir/Madam

Re: Work Experience

I am a Year 10 student at King's Oak Academy, Bristol and I am looking for a placement for my Work Experience next year. The dates are from the 22nd – 26th April 2024 and I would be grateful for the opportunity to work with you for the five days.

I have good written and oral communication skills. I have been able to develop these skills at school in the preparation of coursework and presentations.

I am a good team player, because (sports, group activities, enterprise etc)

At school I have helped with..... (parents' evenings, mentoring etc)

I look forward to hearing from you soon.

Yours faithfully

Sign (in black ink)
Type your full name



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