

7th November 2024

Dear Parent/Carer,

Year 10 Work Experience Program
14th – 18th July 2025

We are delighted to inform you that our year 10 students will have the opportunity to participate in a program of work experience this academic year. This is the first year we have been in a position to offer work experience to a whole year group, and we are really excited that they can be part of this fantastic opportunity.

Work experience provides an excellent chance for students to gain an insight into the working world, develop important employability skills and boost their confidence. It is not always important that the placement exactly mirrors the students career aspirations; employers often refer to the value of transferable skills like communication, the ability to work in a team, motivation and using your initiative, which work experience, in any setting, will give them.

We have partnered with NYBEP (a Business and Education Partnership covering Yorkshire, Humber and the North East) who will help us deliver our work experience program. NYBEP will support us, as a school, to ensure that all work experience placements offer high quality experience of the workplace that are designed to meet the individual student's needs. Additionally, NYBEP will check that all placements are safe and appropriate for students prior to them starting by completing a Yong Persons Risk Assessment.

What are the next steps?

Our aim is to ensure that our students and parents/carers are fully supported throughout the duration of the work experience program, from the launch all the way through to the placement week itself. Outlined below, is information regarding the first steps that students need to take to start arranging their placement. We ask you for your support throughout this process to ensure that students have the best possible experience.

Student Assembly and Guide

On Tuesday 5th November, NYBEP came into school and delivered an assembly to launch the work experience program to students and explain what they need to do in the weeks and months ahead.

Additionally, NYBEP have produced and shared a useful students guide which contains further information on finding a placement as well as accessing the Connect portal. This guide can be accessed here: [download.asp](#)



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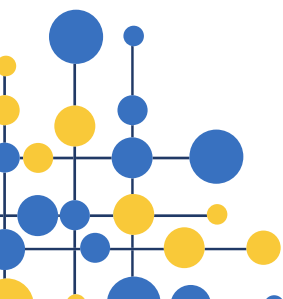
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Signing up for a work placement

Students will receive an invitation to their school email, sent from NYBEP, to download and use the Connect platform either through an app or online portal, or to manage their work experience via email/QR code. We ask for your support with encouraging your child(ren) to access the portal. We will support students to access the portal in school by dedicating time to access computers during Personal Development time.

It is important that your child supplies any medical conditions/relevant health information when they first enter their details on the ConnectEd app. This forms part of the consent process which the employer will agree to so it is important this section is fully completed and accurate so employers can check they can support a suitable placement.

In the first instance, we are requesting that students seek their own 5-day placement for the dates above. We will provide sessions to support your child with this and sources of information to help find a placement. Once your child has found their placement, they will need to enter the details of the employer and the role onto the app or portal. This will allow the school to view the proposed placement, agree and verify the employer's details.

Upon verification, all parties, including yourself, will be sent an email link to consent to the placement. Without this, students are not able to start their placement. Once consent is given this will start the risk assessment process therefore in order for this to be completed in time for the placement dates, please make sure that your child submits their placement on the app or portal by **Friday 10th January 2025**.

Things to consider

- Students are encouraged to engage with essential pre-placement resources, like Skills Builder, via the app, to prepare for their placement. This also helps to inform the employer on the areas they would like to focus on during their placement.
- We advise all students to contact their employer prior to their work experience start date to confirm that everything is still in place.
- If students are ill, they must inform both the employer and school each day that they are absent. Students will also be contacted by a member of the school staff during their placement to make sure the experience is going well, but if there are any issues or concerns you should contact the school.
- The employer will confirm the student's attendance with the school during the placement, at the end of the placement they will be given the opportunity to provide feedback about the student.

Consent to share parental email addresses

In order to ensure you, as parents/carers, receive important information about your child(ren)'s work experience placement we are seeking consent to share your email address with NYBEP. Please complete a short consent form by clicking the link below. The form must be completed in full by each parent/carer who would like to receive updates in order for us to share your email address. Completed forms must be submitted no later than **Monday 18th November 2024**.

<https://forms.office.com/e/J6dKXHeqVL>

Finally, thank you for your support in preparing your child for work experience. It is an excellent opportunity to shape their perception of the world of work and hopefully inspire their future career pathways.

If you have any queries about the scheme, please do not hesitate to contact the school directly.

Yours faithfully,

Mr J Loxam
Assistant Headteacher – Personal Development