



Alderman Peel High School

Alderman Peel High School
Market Lane, Wells-next-the-Sea
Norfolk, NR23 1RB

www.wensumtrust.org.uk/aldermanpeel

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October 2021

Dear Parent/Carer

After two years of cancelled work experience due to Covid19 restrictions. I am pleased to state that Alderman Peel High School, are planning a Work Experience Week for our Year 10 students. The Work Experience Week this year will be formally for one week running from **Monday 27th June to 1st July 2022**.

The aim of work experience is to help prepare our students for the transition from education to employment by giving them the opportunity to get involved in the world of work and gain first-hand knowledge of what a particular job entails. All year 10 students will be supported in their Work Experience applications through their Form Tutor. Close contact is maintained with each student while he or she is working to ensure that the placement is progressing satisfactorily both from the students' and the employers' points of view.

Students should consider carefully the type of work they wish to undertake on their placements. **With your assistance, they are expected to find suitable placements for themselves.** These may be local or, if necessary, further afield. We strongly recommend that students start contacting potential employers as soon as possible as most organisations only take one work experience student at a time, usually on a first come, first served basis. Some employers have strict application deadlines to meet such as Holkham Estate.

If a student already has a part-time job, we advise that this employer is not used for work experience, as a different work place helps to broaden the student's knowledge of work environments. It should also be noted that in certain circumstances, students may not be permitted to work in close contact with their parents, nor in a school they attended as an infant or junior student.

All our placements are checked and approved for us by Norfolk County Council. This ensures employers comply with DFE, Local Authority and HSE guidelines on Health and Safety and meet all insurance requirements. Any **potential employer must have Employers' Liability Insurance.** The school will not endorse any placements that fail the Norfolk County Council checks. However, work experience employers do not require a DBS check (formerly CRB) to offer a work placement.

When a placement has been agreed with an employer, please complete the attached *Work Experience Agreement Form* and the *Health Declaration Form* and return these to Mrs Barker as soon as possible.

Both these forms need to be signed by a parent/carers and the employer.

Norfolk County Council require all placement details and signed consent forms before **25th February 2022**, to allow sufficient time for them to arrange the necessary Health and Safety checks in time for July. Failure to meet this deadline may mean that placements cannot be endorsed by the school. If you are waiting to hear from an employer who is unable to confirm a placement, please keep **Mrs Barker** informed of your application's progress.

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If you know any appropriate contacts that can assist in placing either your son/daughter, or any other Year 10 students, in a work experience placement for the period stated above, please let us know. Any assistance you can give in finding suitable placements is greatly appreciated.

If you have any questions or concerns please do not hesitate to contact me.

Yours sincerely

Mr Bal Tawana

Assistant Principal

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