



September 2019

Dear Parent/Carer

Each year at Alderman Peel High School, we organise a Work Experience Scheme for our Year 10 students. The scheme this year will be formally for one week running from **Monday 29<sup>th</sup> June- Friday 3<sup>rd</sup> July 2020**.

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 DfES, 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 Shaw 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 **28<sup>th</sup> February 2020**, 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 Brown** informed of your application's progress.



# Alderman Peel High School

Learning to make the difference

**Principal: Mr Alastair Ogle**

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.

Telephone: 01328 710757, Fax: 01328 710757  
Email: [office@aldermanpeel.norfolk.sch.uk](mailto:office@aldermanpeel.norfolk.sch.uk) Website: [www.aldermanpeel.norfolk.sch.uk](http://www.aldermanpeel.norfolk.sch.uk)

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

Yours sincerely

Mr Bal Tawana

Assistant Principal