

Year 10 Students and their Parents/Carers

September 2024

Dear Parents, Carers and Students

Year 10 Work Experience will take place this school year from Monday 7 – Friday 12 July 2025. This week forms an integral part of our careers programme as it provides an ideal opportunity for students to gain first-hand experience of the demands of the work place.

Students should now start looking for a placement that will be of genuine interest to them. They will be given support in school through the careers department and PSHE lessons but may also find the following helpful:

- Contacts through parents, family and friends
- Company websites
- Cylex-uk.co.uk
- Use search engines e.g. cafes in Dursley; graphic design in Yate; garages in Wotton
- Investigate the local area – think about the businesses on your high street or take a walk around local industrial estates to find out about other local opportunities

In many ways, the process of finding a suitable placement replicates the stages in applying for actual employment: an appropriate email application is clearly crucial. Enclosed is an email that could provide a model for a written application for a placement; it may be useful to contact the organisation by telephone or email to find out the name of the best person to write to and how they prefer contact to be made. In some larger organisations, there may even be a person who has responsibility for Work Experience. Many large organisations such as Renishaw, Bristol University and Burgess Salmon now have a structured application process advertised on their website so check early for organisations in which you may be interested.

Please be aware that there may be more competition for popular placements, such as those in veterinary clinics and schools, so it is necessary to apply soon. Furthermore, the application window for some placements, e.g. Slimbridge WWT, will close by the end of the current calendar year.

Health and Safety is a primary concern in any placement involving young people and it is vital that there is insurance for employees under the age of 16. ERFA is the organisation contracted by the school to both advise us and carry out Health and Safety Checks on all placements offered to our students. When a student secures a placement, they should complete the enclosed Information form and return it to us. They should also send the enclosed ERFA form to the employer. We are aiming to return all completed forms to ERFA by the end of April 2025 so I would like to highlight the importance of arranging for completion and return of this form as soon as possible.

Occasionally a placement may be offered outside the official period of work experience. It may be possible to accept such a placement but this must first be discussed with Miss Dolan as Head of Year. If authorised and a student takes work experience outside our standard week, they will also need to organise a second block from 7 - 11 July when the normal school timetable is suspended. Students are sometimes asked if they wish to extend their work experience to two weeks. Again, this may be possible following consultation with Miss Dolan.

We encourage students to be as proactive as they can in researching and organising their own placements but there is plenty of support available. Students are welcome to discuss ideas with Mr Bufton (Careers Curriculum Lead), Miss Dolan (Head of Year), Miss Temple (Year 10 Pastoral Assistant), with their tutor, or with me. From mid-November, I will be available in the careers room situated towards the back of the main Library during tutor time.

Many local organisations are supportive of the school's work experience programme, especially if they receive good quality applications in plenty of time.

Whilst next July seems a long way off, I would strongly recommend that students commence this process now. I hope your child will be successful in finding an enjoyable placement.

In the meantime, please do not hesitate to contact me or Miss Isaacs (hisaacs@klbschool.org.uk) if you have any problems or require further information.

Yours faithfully



Helen Isaacs
Work Related Learning Lead