



**SIDMOUTH COLLEGE**

*believe . inspire . succeed*

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12<sup>th</sup> September 2018

Dear Parent/Guardian

As part of the Year 10 Curriculum, we are proposing to organise work experience for students from 18<sup>th</sup> – 24<sup>th</sup> July 2017 (Thursday-Wednesday).

As an insight in to the concept of work experience we are also aiming to hold an 'Introduction to Work Experience' session for all year 10 students on the 20<sup>th</sup> September 2018. This will involve an activity with some of our business partners to consider amongst other things stereotyping within the workplace and the students will then have the opportunity to discuss with these employers what is expected from them when they are on work experience. We will also be looking at the documentation required prior to students commencing their placement.

**We encourage students to find their own placements which should be:**

- In an unfamiliar situation
- Not with close family members
- Not where they have a Saturday/holiday job

**All placements must have Employer Liability and Public Liability Insurance** (with some self-employed people this may be a problem)

If the students propose a placement out of Devon we will need to use an outside organisation for the Health & Safety checks that have to be carried out. As a school we are unable to fund this, the cost could be between £50 - £100 and will need to be paid by parents prior to us authorising a check. All out of area placements must be submitted **by 13<sup>th</sup> December 2108** to enable the relevant authorities to carry out the checks.

We expect all students to have Work experience placements organised by February half term.

As a Parent/Guardian, or perhaps an employer, you may be able to help using personal contacts. If you can assist with arranging places for your own son or daughter or for another student, please do let us know as soon as possible and we will provide further information and documents as required.

We have attached some information regarding Work experience. **In addition, please can you sign and return the attached risk assessment by 20<sup>th</sup> September** so that when a suitable placement has been found we can initiate the relevant documentation promptly.

Yours faithfully

Nicola Young MCDI RCDP  
Careers and Work Related Learning Coordinator