

28th September 2023



Dear Parent/Carer,

All Year 10 students will take part in 5 days' work experience from Monday 8th July until Friday 12th July 2024. The vast majority of students find this experience very useful. For some it is an opportunity to look at a career area that interests them, but more importantly it is a chance to develop their personal and social skills and meet the challenges of the world of work.

In school we prepare students for work experience during tutor time. We draft letters and emails to employers, practise interview techniques, telephone calls and study health and safety measures. We are also launching work experience in assembly on Tuesday 2nd October 2023, where we will provide them with all the information that they need. Whilst on Work Experience students complete a Journal and their attendance and behaviour are monitored throughout.

In order for this to be a successful and positive experience for your child, we are asking students to organise their own work experience placement this year. They can write or telephone places of their own choice. These may be contacts that you have, or may simply be found by looking on the internet. All placements must have public and employer liability insurance.

This is the **preferable** method of setting up a work placement because the work experience company only has a limited number of placements in some skill areas. Evaluation of Work Experience over several years has revealed that those students who made a private arrangement rated the experience as excellent compared to those accepting one that was chosen for them.

To help your child apply for placements, a sample letter requesting work experience is available in the Careers section of the school's website. If a company confirms a work experience placement, full details about this should be included on the Work Experience application form that we have issued to students and is also attached to this letter. A representative of NYBEP (North Yorkshire Business Enterprise Partnership) will visit the company to confirm the placement and ensure that it meets the required standards of health and safety and insurance.

It should be noted that whilst on work experience students are classed as young workers and will be expected to work a full working week. It is not paid although some providers have contributed towards expenses. Students may need to give notice that they will not be available for part-time jobs or responsibilities during this period. Students are also not allowed to work in a school where they have a younger brother, sister or other close relative.

Once your child has found a placement, they will be asked to complete the attached work experience application form and return it to Mrs Hardcastle in the Careers office. **The deadline for all students to find a placement and submit the paperwork is Friday 19th February 2024.**

If you have any questions about work experience please contact Mrs Hardcastle on the school number or shardcastle@thecvhs.co.uk.

Yours sincerely

Mrs Hardcastle
Careers and Guidance Officer

Principal: Ms K Smith BA (Hons), PGCE, NPQH

Colne Valley High School Gillroyd Lane Linthwaite Huddersfield HD7 5SP

01484 848680

cvhs@thecvhs.co.uk www.thecvhs.co.uk

Colne Valley High School is part of The MFG Academies Trust, a Charitable Company limited by guarantee which is registered in England and Wales, Company number. 07521584.

