



NEWARK
ACADEMY

29th January 2019

Dear Parent/Carer,

RE: YEAR 10 & 12 WORK EXPERIENCE

1th – 5th JULY 2019

Or

8th – 12th July 2019

In order to provide your son/daughter with the opportunity to learn more about industry and commerce and to allow him/her to experience the responsibilities of a working role in an adult environment, we intend to offer work experience placements to all Year 10 and 12 students between **Monday 1st July – 5th July 2019 or Monday 8th -12th July 2019.**

Work experience provides each student with a valuable opportunity to develop their awareness and familiarity with the world of work which can be recorded on their CV and used when applying for apprenticeships/jobs or college/further education courses when they leave school. Additionally, work experience can provide an opportunity to develop key employability skills such as communication, teamwork, creativity and problem solving.

As an integral part of the learning process, we would actively encourage and support all students to identify organisations who are able to offer a meaningful work experience placement. The process of contacting employers by telephone or letter and even attending interviews has been extremely valuable for previous students in preparation for applying for employment through apprenticeships or work-based training, or further education courses.

To help students find a work experience placement, they have been provided with access to a database so they can search for opportunities related to their area of interest. Once your son/daughter has found an available placement that they wish to apply for, it is **their responsibility** to contact the placement provider to request and secure a work experience placement.

Please note that detailed health and safety checks must be completed prior to any placement taking place. For this reason, it is essential that your son/daughter begins their search and contacts placement providers as soon as possible to allow for health and safety checks to take place. Placements within schools, hairdressers, sports facilities and the police are extremely popular – please make sure your son/daughter acts quickly if he/she wishes to gain work experience in one of these areas.

It is perfectly acceptable for a family member or friend to provide a placement for your son/daughter, however, their company/business must have **Employers Liability Insurance**. **If there is no insurance in place, unfortunately your son/daughter will not be able to attend the placement.** Students are reminded of the need to behave responsibly and with due care and attention when on work placement. To avoid risk of harm, Safety Measures Plc have been appointed by the school to carry out risk assessments and health and safety checks at **all placement providers**.

Newark Academy | London Road, New Balderton, Newark, Nottingham NG24 3AL

Telephone: 01636 615000 | Email: office@newarkacademy.co.uk | Website: www.newarkacademy.co.uk

Executive Head Teacher: **Ashfaq Rahman** BSc(Hons), PGDip, PGCE, NPQH, NLE | Head of School: **Andrew Seymour** BA (Hons), PGCE, NPQH

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It is important for your son/daughter to consider their level of skills and achievements to ensure that the placement is sufficiently demanding to keep them occupied. There will be a wider variety of opportunities if your son/daughter can travel outside of the Newark area to Lincoln, Mansfield or Nottingham.

In order for your son/daughter to take part in work experience week, please complete the attached consent form and return to tutors as soon as possible but no later than **Friday 8th February 2019**. Please give details of any health problems that may restrict the type of work placement.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D. Palethorpe', with a long horizontal flourish extending to the right.

David Palethorpe

WORK EXPERIENCE – PARENTS CONSENT FORM

I am willing for my son/daughter

Name: _____

Form: _____

to participate in the Work Experience Scheme, organised by Newark Academy for the week commencing Monday 1st July 2019 or Monday 8th July 2019 for the purpose of gaining experience in the world of work. I understand it is a condition of the scheme that the pupils shall not receive payment.

I acknowledge that without the appropriate Health and Safety check being carried my/our son/daughter will not be able to attend the placement

Signed: _____ (Parent/Guardian)

I further understand that my son/daughter will not be entitled to the benefit of the National Insurance Act in the event of injury while taking part in the scheme. Compensation in the case of proven liability on the employers' part must be provided by the employer or his/her insurers. It is therefore a condition of school work experience that the employer has Employer Liability Insurance.

If your son/daughter suffers from any medical problem or disability which may affect him/her during work experience or if you have any other information which you think we should be aware of please give details below:

Does this information need to be passed to the employer?

YES/NO

Is there any known medical/health reason why your son/daughter cannot participate in the work experience scheme?

YES/NO

Home Telephone Number: _____

Mobile Telephone Number: _____

Emergency Telephone Number (If different from above): _____

Signed: _____
(Parent/Guardian)

Date: _____