

PENKRIDGE BANK ROAD  
RUGELEY  
STAFFORDSHIRE  
WS15 2UE

PRINCIPAL: CHRIS KEEN  
T +44 (0)1889 802 440  
E enquiries@hartschool.org.uk  
www.hartschool.org.uk



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SDO/SPO  
23 October 2018

Dear Parent/carer

## **Important Information – Change to date Year 10 Work Experience**

I am writing to inform you that it is necessary to alter the date for Year 10 work experience from May 2019 to **Monday 3 – Friday 7 June 2019**.

This change is to ensure that all Year 10 students can sit their GCSE English Literature examination in May 2019. It is essential that we all support the students with this examination as it is their “real” GCSE and will count for them in the future.

Work experience aims to provide young people with an opportunity to expand their awareness of the world of work, increase economic understanding from outside the classroom and relate their studies to work and training. It is also an opportunity for students to gain the independent skills of searching for a job, contacting an employer and fulfilling a role within an organisation.

The school value your support in encouraging your son/daughter to make arrangements as soon as possible. It is a legal requirement for the school to independently health and safety check each placement. I am sure you will appreciate this process takes a significant amount of time and we want to ensure that if there are any problems students can find a satisfactory alternative placement.

Students will have the ability to access a work experience database run by Work Experience Support Services. The placements on this database have been visited by the company and are willing for any student to contact them regarding a work experience placement.

Other schools within the locality are using this database and so employers will be receiving calls from a number of students, sometimes this may mean that they are not willing to take more than one student per academic year.

Once the student has found a placement that they would like to attend for their work experience week they will be able to print out the employer details. They should then contact the employer by phone or a personal visit to enquire whether they would be able to take them for their work experience for the designated week. If students get a verbal or written agreement the next stage will be to complete the placement form and return this to Miss Dosanjh.



Students should consider travel arrangements when choosing their placement. The database has a very useful link to a map of the company, which allows students to research bus and train routes.

In order for our students to complete a meaningful placement we would also like to give them the opportunity to use personal contacts or independently approach employers in a field of work which appeals to them. It is important if you source your own placement that you ask the employer to confirm that they have a current employer liability insurance policy and request the details from this to add to the form. Work Experience Support Services will then contact the employer and arrange to do a health and safety check.

If the placement is considered to be 'out of area', this may incur an extra cost which unfortunately will have to be passed on to parents/carers (this would probably be in the region of £50 - £100 depending on where it is).

To access the Work Experience Support Services database you will need to visit [www.workexperiencesupport.co.uk](http://www.workexperiencesupport.co.uk) and then enter the username and password which will be given to each student.

If you have any appropriate contacts that can assist in placing either your son/daughter or other Year 10 students in a placement for the period stated above, please let us know. Any assistance you can give in finding suitable placements is greatly appreciated. The deadline to make selections/find own placements will be **Thursday 20 December 2018**.

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

Yours sincerely

**Miss S Dosanjh**  
Associate Assistant Principal  
Director of Faculty – Computing