



LOWER

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RE: Self Placement Work Experience 22nd April - 5th May 2024

Dear Parents/Carer,

From Monday 22nd April 2024 until Friday 3rd May 2024 your child will be able to participate in a **'Self Placement Work Experience'** overseen by the school.

Placements provide realistic insight into the world of work and the skills required. Due to student age, it may not be a placement relating to future career aspirations, but it will prepare students for work. Part of the learning experience involves obtaining their own placement i.e. **we expect students, in consultation with parents/carers, to arrange a suitable work placement with employers themselves.**

The placement that students arrange for themselves will need to be voluntary, subject to the consent of Parent/Guardian and unpaid. The school is indebted both to parents for their support and to employers for their goodwill and co-operation in making the scheme work. We fully appreciate any assistance you can give.

The Work Experience placement must naturally involve work appropriate to the student's age and personal attributes, with a view to the safe and successful completion of the work experience. Students unable to find appropriate work experience will be in school as normal during this period. **Students are not allowed to undertake their work experience abroad nor in Scotland or Ireland. Students cannot proceed with a placement unless all insurance checks and risk assessments are in place.**

Each student will be expected to attempt to arrange his or her own placement and work the normal working hours of the firm or organisation for the duration of the placement, unless prohibited by the constraint of a previously arranged appointment (medical etc) or genuine illness. In these circumstances, the students and Parents will need to follow the normal absence protocol, ringing into school and then the employer for each day of absence.

For any students planning to arrange their placement with parent/guardian, or **where an employer's liability insurance is not available**, a waiver form can be requested. This will need to be completed and returned to the school and overrides the need for a risk assessment.

For information to support how to seek a work experience placement, a work experience handbook will now be available on the school website.

Students have access to UNIFROG which has a CV building tool and guides on work experience.

www.basildonacademies.org.uk

The Basildon Academies are sponsored by The Basildon Academies Trust, registered charity no. 1123727

Further guidance is available on the Health and Safety Executive website; Young people at work - work experience – HSE.

We hope this experience will support students in helping with Next Step and Post 16 options.

In order to track placements, we are running an electronic system using the Unifrog placement tool (instructions on how to log a placement is available in the work experience handbook on the school website along with a video and this will also be covered in school).

We ask that all information about employers is entered no later than **Friday 22nd March 2024**.

If you have any questions, please email Ms Stoddart (jstoddart@basildonacademies.org.uk).