

Dear Parent/ Carer,

I am writing to inform you that all students in **Year 10/11 are invited to** complete 5 days of work experience during the **week beginning Monday 14th<sup>th</sup> of March 2022**. In exceptional circumstances this placement may be carried out over two weeks starting on the 7<sup>th</sup> March by prior arrangement with the head teacher.

If your son does not secure a work experience placement then they will be expected to attend school as normal. **Non attendance at school during this week due to not having a placement would be unauthorised.**

The work experience week will be followed by the Learn @ Careers and Aspirations Day on Thursday 24<sup>th</sup> March 2022. This will be hosted at Knowle DGE for students in Year 9 – 11 (Transport to be provided).

#### **Finding a placement:**

- Students and their parents/carers are asked to assist in **finding their own work experience placements**. Often asking family and friends can be the best way to find a local placement.
- **Any placement must have third party liability insurance in place, and the young person must not be taking part in an activity which would put them at risk of physical harm due to their age or inexperience.**
- The young person must also have an independent way of getting to and from their placement as County taxis will not offer this service.

Sky Academy will also be sourcing some placements from local employers and will aim to match students as appropriate. Students would be required to meet and be selected at an interview process by the employer.

- To support your child **to find a placement students will also be able to use the website <https://devon.learnaboutwork.org>**, which allows students to identify local employers who have previously hosted work experience students and make contact.

Your child's login details are:

Students can access this website from any device connected to the internet, and will be able to access this in dedicated lessons in school. Mr McKain will provide your child for wording to use in phone calls or emails to potential employers.

Work experience requires various placement checks and paperwork to be completed ahead of work experience week. Please provide the details of work experience placements to [kevin.mckain@sky.learnmat.uk](mailto:kevin.mckain@sky.learnmat.uk) by the **18<sup>th</sup> of February 2022 deadline, including:**

- **Employer Name**
- **Employer address**
- **Contact telephone number**
- **Email**
- **Description of the job role**
- **Liability Insurance number (If known)**

You may be required to arrange a visit to discuss the arrangements for the placement. County will not provide transport for these visits so please arrange this yourself where possible. **Should you have any difficulties with this then please contact your keyworker to see if we can support with this.** At the end of the week, the employer will be asked to complete a short report on the student's progress.

Once a placement has been agreed you will receive a parental agreement form detailing the risk assessment for the placement. **This must be signed and returned before the placement begins.** As part of this preparation and of continuing child protection, please encourage your child to discuss their placement, and the risk assessment, with you. If you feel that any issue raised during these discussions may need to be followed up by the school, please do not hesitate to contact me.

Please do not hesitate to contact me or your child's keyworker if you have any questions.

Yours sincerely,

**Kevin McKain**

Lead teacher Careers and Post 16 Transition

Sky Academy

Tel: 01823 275569 Mobile: 07515 098409

