



UFFCULME SCHOOL

Chapel Hill, Uffculme, Devon, EX15 3AG, 01884 840458
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15th September 2016

Dear Parent/Guardian

Re: Year 10 Work Experience Monday 17th – Friday 21st July 2017

As you are aware from the letter and booklet sent home at the beginning of the summer holidays, your son/daughter will have to organise a Work Experience placement for the week starting Monday 17th July 2015. Please note that this is from Monday to Friday inclusive.

If your son/daughter approaches an organisation and they cannot take him/her for the actual Work Experience week but they offer an alternative date then we will try to accommodate this were possible **BUT** placements may **NOT** take place between the 11th April and the 1st July 2015 due to revision, GCSEs and internal mock exams. A work placement will still have to be found for the actual work experience week.

There is a template for a work experience letter enclosed, I will be sending an electronic copy to all the Year 10s on their school e-mail. Please can you encourage your son/daughter to personalize this template and fill in the information needed. If your son/daughter decides to e-mail companies requesting work experience it is still recommended that they attach a completed letter. It is essential that he/she approaches the possible work placement in an appropriate manner as companies/organisations have stressed how important first impressions are when applying for a job.

Many placements are highly sought after and places go very quickly so it is essential that your son/daughter applies for his/her preferred options as soon as possible. Be aware that certain professions (e.g. architecture) may require your son/daughter to send out large numbers of requests in order to get one positive reply but this is good experience for what finding a job in the future is like. Unfortunately some businesses/organisations do not take pupils under the age of 16 (e.g. some animal welfare organisations) and that it is very hard to get a placement where confidentiality and privacy is an issue (e.g. doctors and lawyers).

Please use the questionnaire enclosed to help you and your son/daughter narrow down what type of placement would be the most suitable for him/her. It is important to look at what future aspirations your son/daughter has, what his/her interests are and importantly where he/she can travel to at the time he/she is required to work. A list of businesses who have taken pupils in the past will be available at the beginning of October in your son/daughter's tutor room and can act as a guide to some of the possible opportunities available.

As stated in the letter sent at the end of the summer term, Musgrove Park Hospital, The RD&E, Exeter Police and Fire Brigade and the Royal Marines all run organised work experience weeks. The Police and the Marines hold interviews with those who are interested



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as the demand from all the schools in the area is high. Any pupils wishing to go to the Royal Marines must give their names to Mrs Cross who will act as a liaison but you can contact Exeter Police direct. The hospitals allocate each school a number of places and contact us in November to let us know how many students we can send (in 2014 we were given 2 places at The RD&E and 1 place at Musgrove Park Hospital). We allocate on a first come first serve basis so please contact Mrs Cross as soon as possible if your son/daughter is interested in a hospital place.

We are obliged to provide student health information to employers. All pupils must complete the **Pupil Information form** enclosed and return it to their tutor straight away.

When the work placement has been agreed with the employer, please fill in the **Confirmation of Organised Placement** form (also enclosed) and return it to your son/daughter's tutor as soon as possible. In order for a placement to go ahead a Confirmation of Organised Placement form must be completed and handed in as this starts the process for authorising the Work Experience.

Please ensure that the placement has Public Liability Insurance and Employers' Liability Insurance. Pupils will only be allowed to go on placement if the employer has both insurances.

Once the placement information has been given to Mrs Cross, the school will contact the employer who will be asked to complete the Risk Assessment form and pass a Health and Safety check before the school will agree to the placement (some employers will already have a check in place).

If you have any concerns or queries please contact Mrs Cross: either phone the school on 01884 840458 or e-mail crossc@uffculmeschool.net.

Yours sincerely,



John Roberts
Deputy Head



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