

OAKS PARK HIGH SCHOOL

45-65 Oaks Lane, Newbury Park,
Ilford, Essex, IG2 7PQ

email:

HYPERLINK

"mailto:admin@oakspark.redbric'~

Headteacher: Mr S J Wilks, BA (Hons)



Learning Together, Achieving

October 2017

Dear Parent/Carer of Year 10 Student

We are firm supporters of the importance of work experience and the invaluable insights and skills it enables students to gain. Unfortunately, the government have removed funding for work experience from the curriculum entitlement, so it is no longer a distinctive part of the year 10 provision, however, we would like to encourage all year 10 students to try and obtain work experience during the Easter and Summer holidays. The dates for these are as follows:

- Easter holidays - 30th March - 13th April
- Summer holidays - 23rd July - 31 August

Work Experience helps prepare students for the transition from School to Sixth Form, College or the workplace and enables them to gain a wider understanding of the industrial and commercial world. As a result of this experience, students have the opportunity to develop interpersonal and social skills. Many also increase their self-confidence and independence and develop an awareness of their own potential. As a working environment cannot be replicated in the classroom this opportunity, we feel, provides the students with a very valuable experience.

If your son/daughter is considering going on to University following Sixth Form, many Universities now stipulate that students must have engaged in Work Experience which is relevant to their chosen career path and some may not even interview if there is no evidence of work experience.

Please read the enclosed leaflet 'Finding the Right Placement: A Guide for Parents and Students' to give you an idea of the best way to go about finding work experience. Having read the leaflet and found a placement, please ask the employer to complete the Employer Form and attach copies of their Employer Liability Insurance and Public Liability Insurance documents. Please note that it is compulsory for the employer to have Employer's Liability Insurance for a student to attend work experience. (Students are not covered by Public Liability Insurance.)

The student and parent section of the form should be completed. Please give details of any medical or educational needs as the employer must be informed to ensure that they can provide a suitable work scheme in a safe environment for your son/daughter alongside their employees. Please return these to me in the LRC no later than Thursday 1st December 2016.

We hope you have found this information useful. If you require any further information please contact:



OAKS PARK HIGH SCHOOL

45-65 Oaks Lane, Newbury Park,
Ilford, Essex, IG2 7PQ

email:

HYPERLINK

"mailto:admin@oakspark.redbridge.sch.uk"

Headteacher: Mr S J Wilks, BA (Hons)



Learning Together, Achieving

Ms Sumray

psumary@oakspark.redbridge.sch.uk

lyndasmith@oakspark.redbridge.sch.uk

Tel: 02085902245

Ms Smith

WORK EXPERIENCE SELF PLACEMENT FORM

Dear parent/carers and student,



OAKS PARK HIGH SCHOOL

45-65 Oaks Lane, Newbury Park,
Ilford, Essex, IG2 7PQ

email:

HYPERLINK

"mailto:admin@oakspark.redbric"~

Headteacher: Mr S J Wilks, BA (Hons)



Learning Together, Achieving

This form must be completed when securing your work experience placement. Please make sure all sections are completed by Friday 23rd March and that you have **all three signatures** before handing your form into your form tutor.

Learner Name: _____ **Form:** _____

Placement Date from: _____ **To:** _____ **Proposed No of contact days in total** _____

MESSAGE TO EMPLOYER

Dear Employer,

This form has been given to you following your agreement to a work experience placement. Please complete the Company details and Job description sections of the form and then sign the Employer section on the reverse of the form that you carry **Employer's Liability Insurance**. This form should then be returned to the school directly using the details above (please address to Ms P Sumray) or to the student to return to school. Thank you for supporting the work experience programme.

Placement Details (To be completed by Employer/Student)

Name of employer or organisation:	Contact Name and Position:
No of employees:	Does the student have a relation/friend working in the company? If so, please state relationship.
Address: (please specify if different from correspondence address)	Employers Liability Insurance (Name of Insurer): (Please enclose a copy of your certificate) Policy No: Expiry Date:
Postcode:	Public Liability Insurance (Name of Insurer): (If your company has public liability insurance, please complete the section and enclose a copy of your certificate) Policy No: Expiry Date:
Telephone No (inc. area code):	E-mail address:



Specialist Schools and Academies Trust
EXCELLENCE AND PROGRESS



OAKS PARK HIGH SCHOOL

45-65 Oaks Lane, Newbury Park,
Ilford, Essex, IG2 7PQ

email:

HYPERLINK

"mailto:admin@oakspark.redbric"~

Headteacher: Mr S J Wilks, BA (Hons)



Learning Together, Achieving

Dates confirmed: From _____ To _____	
Student job title:	Company description:
No of hours of work per week (38 hrs max):	Lunch break: From: _____ To: _____
Placement finish time:	Placement start time:
Employer's dress code: (please circle) Smart business Smart Casual Casual Working Uniform Supplied	
Who should the student report to on his/her first day?	Lunch arrangements : (please circle) Supplied by employer Access to canteen Packed lunch Local shop
Brief details of the type of work experience placement and student duties:	
Would you consider offering work experience placements in the future? Yes/No	

Signitures
Student
<p>As the student named overleaf, I agree to take part in this work experience scheme. I agree to hold in confidence any information about the Employer's business which I may obtain during this work period. I also agree to observe all safety and security regulations in accordance with Company policy.</p> <p>Name _____ Signed _____ Date _____</p>
Parent
<p>As the parent/carer of the student named, I confirm that I agree to the placement and I am satisfied that it is a suitable environment in which the student may undertake their work experience.</p> <p>Name _____ Signed _____ Date _____</p>
Employer
<p>As a representative of the above Employer, I confirm that the student has a placement with the company on the dates specified, that as a company we have Employer's Liability Insurance and I have checked that this extends to students on work experience - this is a minimum requirement and that placement cannot go ahead if not in place (if possible, please supply a copy).</p>

OAKS PARK HIGH SCHOOL

45-65 Oaks Lane, Newbury Park,
Ilford, Essex, IG2 7PQ

email:

HYPERLINK

"mailto:admin@oakspark.redbric"~

Headteacher: Mr S J Wilks, BA (Hons)



Learning Together, Achieving

Name _____ Position _____

Signed _____ Date _____

