

# Fulford School

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## Year 10 Work Experience – Starting 20<sup>th</sup> May 2019

<https://nybep.work-experience.co.uk>

Log in username & password – Fulfordschool2019

Dear Parent/Carer

I am writing to you with regards to your son/daughter's forthcoming work experience.

We ask for your support throughout the process to ensure your son/daughter is happy with their placement choice and has the best possible experience.

Work experience provides an excellent opportunity for students to gain an insight into the working world, develop important skills and boost confidence. Whilst we understand that students will obviously wish to work in an area that interests them, it is not important that the placement exactly mirrors their career aspirations. It is more valuable to consider the type of working environment, if they wish to be dealing with the public, working as a team, etc.

**The attached Agreement/Consent Form must be completed and signed by the student, parent/carer and the employer - without this, students are not be able to start their placement!**

Please note that there is a Religious Studies Short Course external exam in the morning of Monday 20<sup>th</sup> May. This is applicable to approximately 40% of students in Year 10 and these students should have received a separate letter informing them of the exam.

If students are sitting the exam they should inform employers before accepting the placement and agree with the employer one of the alternative options:

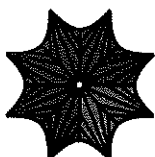
- Option 1. 4 day placement (Tues – Friday)
- Option 2. 4½ day placement (Commencing Monday P.M.)
- Option 3. 5 day placement (Tues- Sat)

**Please make sure forms are returned to school by the deadline date of 18<sup>th</sup> December 2018 - We will then contact employers and complete all the relevant Health and Safety requirements.**

- Upon confirmation of placement, please feel free to make a copy of the completed agreement/consent form, so you have access to important details such as working hours and dress code. Please make particular note of the start and finish times - where these are out of school hours, or if a student finishes early (i.e. during the normal school day), parents are expected to take responsibility for their son/daughter - unless you inform us otherwise before the start of work experience.
- We advise all students to contact their employer again approx 4 weeks before the placement start date to confirm everything is in place.
- All students will be issued with a Work Experience Journal the week before placement start. Please could you encourage them to complete their journal during the placement rather than trying to fill it in at the end.
- If students are ill they must inform both their employer and school. If there are any issues or concerns, you should contact school.

Finally, thank you for your support in preparing for work experience. It is an excellent opportunity to shape your son/daughter's perception of the world of work.

Curriculum Leader Personal Development



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