



TO CARE  
TO LEARN  
TO ACHIEVE

5 January 2022

Dear Parent/Guardian

**BEDFORD HIGH SCHOOL**  
A Specialist Business and Enterprise College  
with Applied Learning

Headteacher: Mr P McCaffery

**YEAR 10 WORK EXPERIENCE WEEK – 18<sup>TH</sup>-22<sup>ND</sup> JULY 2022**

From the 18<sup>th</sup> to 22<sup>nd</sup> July 2022, all year 10 students will be expected to participate in a work experience week, in association with Changing Education Group and automatic parental consent is assumed for students to participate in this important week, unless you inform us by 13 January 2022.

A work experience placement aims to give young people a taste of 'The World of Work', so that they may begin to appreciate the demands which will be made upon them when they enter employment after they have completed their education. Research shows that students who engage with employers are 83% less likely to be unemployed. The placement your child arranges for themselves will need to be voluntary, subject to the consent of Parent/Guardian and School and unpaid.

We will provide basic information about your child to Changing Education Group which is a requirement to participate in the programme: Name and form, School email address, Date of Birth (this is for the ConnectED app only to identify the student and will not be disclosed to the employer). With regard to Medical Conditions and Health Care Plans/SEND needs, students with their parents will disclose essential information to be shared with employers when using the ConnectED App. Changing Education Group ensure that any data is protected through the IASME & Cyber Essentials Combined Scheme, which has been developed by UK Government and the National Cyber Security Centre (NCSC).

In order to ensure your child has a meaningful experience we would like each student to arrange their 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 should inform the Employer at the beginning of the placement. We want this workplace to be relevant to your child's career aspirations, as we know this makes a greater impact for their future choices.

Your child will have a work experience launch assembly and following that they download the ConnectED App. Once your child has found their own placement, they need to input the placement details into the 'ConnectED' app and the Parent guide 'How does my child use the ConnectED App' is attached. This will allow the school to verify the placement provider so that Changing Education can begin facilitating the risk assessment process. Students are also encouraged to engage with numerous key pre-placement resources via the app to ready themselves for their placement and reflect upon the development of their skills. Mrs Madden and Mrs Birchall will guide your child every step of the way throughout the process.

There is a dedicated page for Year 10 Work Experience on our website and also Frog Letters Home where you can access all of the information and policies relating to Year 10 Work Experience, for example Privacy Policy, Data Protection Policy, IASME & Cyber Essentials Combined Scheme.

This is just a letter of information to make you aware of where we are up to and our next steps with the work experience process. We will keep in regular touch with you by email. If you have not received a copy of this letter by email, please contact Mrs Birchall so that we can check we have the correct email address for Year 10 Work Experience communication.

Your sincerely

*J Madden*

**J Madden**  
Director of Learning

Bedford High School, Manchester Road, Leigh, WN7 2LU. Tel: 01942 909 009

[enquiries@bedford.wigan.sch.uk](mailto:enquiries@bedford.wigan.sch.uk)

[www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk)

 @BedfordHighSch

 @Bedford High School Live



Artsmark  
Platinum Award  
Awarded by Arts  
Council England

