

December 2024

Dear Parent/Guardian

YEAR 10 WORK EXPERIENCE WEEK – 14th-18th July 2025

From the 14th-18th July 2025, all year 10 students will take part in a work experience week. As the school finishes at 12.00 on Friday, 18th July we would request that placements finish at this time. Any placements continuing after this time will be an agreement between the parent/guardians and employer and parents/guardians must provide the employer with an emergency contact telephone number. Bedford is working in association with Tailored Education Ltd, who will conduct risk assessments and health and safety checks.

Work Experience is a valuable opportunity in helping our students to prepare for the world of work and develop their employability skills. It also provides a sample of a potential career pathway, and most importantly, allows the student to gain the independent skills of searching for a job, communicating with employers and fulfilling a role within an organisation.

Each student will be expected to arrange their own placement and within day time working hours. The placement does not have to be directly linked to their possible career path, the aim is to provide experience of a workplace and help develop their employability skills. Attached to this letter is the Work Experience Placement Form and Frequently Asked Questions.

Once your child has found their placement, the form attached to this letter needs to be completed and handed to their form teacher. Although July seems a very long time away there is a lot of work to do behind the scenes, including workplace visits to complete, health and safety assessments and insurance checks. Therefore, we would be very grateful if you could help your child to source their own placement and return the Work Experience Placement form by 31st January 2025. However, as we need to complete over 200 checks we would appreciate a response as soon as possible.

Tailored Education will be checking every placement to satisfy the school that the placement is appropriate, there are adequate safety precautions and it appears to be a safe working environment with a good level of supervision and guidance given to students. An insurance check will be done with the owner or supervisor to ascertain if the company has Employer Liability Insurance (ELI) and Public Liability Insurance (PLI) in place. The information gathered is used solely for the purpose of ensuring our students are safe whilst on their placement and is not passed on to any third parties.

There are certain work experience opportunities not allowed, for example lone working with one adult, travelling in a car or a van, construction on sites and public service employers such as NHS, Fire and Police do not take young people from school on work experience.

The organisation providing the work experience placement must have both Employer Liability Insurance (ELI) and Public Liability Insurance (PLI). If you wish your child to have a placement with a mother, father or guardian and they do not have Employer Liability Insurance (ELI) this *may be* considered but we must be made aware of this on the Work Experience Placement Form.

Students will not be allowed to complete their work experience without a completed work experience form and successful placement checks.

There is a dedicated page for Year 10 Work Experience on our website or you can email the careers team at any time - careers@bedford.wigan.sch.uk.

Your sincerely

A Duffy

A Duffy
Assistant Headteacher & Careers Leader