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Dear Sir/Madam

I am the work-related learning coordinator at Chapelton Academy. I am making contact on two fronts. Firstly, we are hoping that as restrictions are lifted with regards to COVID 19 that we shall have the opportunity to reintroduce and reinvent our work experience offer. We are hoping that in the week of 23rd to the 27th of May that all of our year 12 (aged 16 and 17) students shall take part in some work experience. I am wishing to enquire if you would be able to support us in this programme. Secondly, if you would wish to support other aspects of our work-related learning experience.

We are reaching out to our local community in the hope that suitable placements can be found for our students. We shall be seeking to place students into roles that match their ambitions, their current subjects studied, and the level of education they are hoping to enter the world of employment with. We are keen to avoid the cliched work experiences of making coffee and photocopying and hoping to provide students experiences that will motivate them in their studies and help give some insight as to what opportunities may be available to them. This may mean that some students may be in placements that are work shadowing roles, to observe tasks they may not be trained or legally able to do but still provide many benefits.

This may feel like I am asking you to undertake a large amount of work in coordinating this, but we need minimal information from employers, and suitable processes shall take place to ensure the students' safety is placed at the centre of this programme. We only require information of the employer's business liability insurance, and risk assessment documents (for companies with more than 5 employees). This would mean that students are protected by the employer's insurance and that we are following processes from the Department for Education and the Health and Safety Executive, relevant links can be found at <https://chapeltownacademy.com/statutory-information/work-experience/>.

If you feel that you would be able to offer a placement please check what subjects we offer, found on the following link, to ensure that we are matching the skills you would like to see and the fill in the form found at <https://chapeltownacademy.com/statutory-information/work-experience/> and return to wrl@chapeltownacademy.com.

I understand that there are extra challenges at the moment, due to COVID, and that at this time you may not be able to support directly. If you was able to suggest a task that our students may be able to do to further their knowledge in your area this would be greatly appreciated as an alternative.

On the second front if you would like to be a part of our wider work-related learning offer we would love to hear from you. This could be the involvement in careers fairs, mock interviews, work place visits, or any other appropriate activity. Similarly, if you have some suggestions as to which skills you feel young people should be working on more to aid their employment, we would love to receive this insight and help us guide our curriculum offer.

We are incredibly proud of our students, around 80% of which progress to university. Many may not return to the region and we are keen to show students what opportunities are available on their doorstep. It would be fantastic if some of our work experience placements lead to future employment once you see what these young people have to offer.

If I can answer any questions with regards to these requests or and related issues please do not hesitate to get in touch.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Doug Neal', written in a cursive style.

Doug Neal

Associate Assistant Headteacher

UCAS & Work Related Learning Coordinator, and Mathematics Teacher