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To Parent/guardian

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 students shall take part in some work experience. We are keen to find a host of appropriate experiences for our students and we are hoping to seek assistance from our community, including yourselves, in sourcing these experiences.

We would appreciate if you would be able to see if your workplace would be suitable and able to take a student for a placement in the previously mentioned dates. We hope that with a community approach to implementing work experience we can 'trade' contacts that we each have to provide useful experiences for all students. So if your workplace is not suitable for your young person I request that you still seek if an opportunity can be given to another, in the hope that we can return the experience to your young person. There will also be outreach from the academy directly to local employers.

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.

If you are able to assist in this request I ask that you have the form for work experience providers, found at ..., completed and returned to wrl@chapeltownacademy.com.

If you are able to offer a suitable placement, which shall be vetted, for your young person use the form found at ... and return to wrl@chapeltownacademy.com.

This may feel like I am asking you to undertake a large amount of work in coordinating this, but we need minimal information from yourselves and 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 employers business liability insurance, and risk assessment documents (for companies with more than 5 employees). This would mean that students are protected by the employers insurance and that we are following processes from the Department for Education and the Health and Safety Executive, web links for these

processes and for self-placement forms can be found can be found at
<https://chapeltownacademy.com/statutory-information/work-experience/>.

Students who do not manage to source a placement shall be required to complete virtual work experience activities on the school site, complete examination papers to further their studies, and be involved in community outreach projects.

If I can answer any questions in relation to this matter 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