

September 2023

Dear Parent/Carer,

Work Experience

Herringthorpe Valley Road
Rotherham S65 3BE

Telephone: 01709 828183

Email: schooladmin@sbch.org.uk

Website: www.sbch.org.uk

Acting Principal: Kate Crawford

As part of students' careers education, all Year 10 students take part in a two-week period of work experience, the dates for which will be **Monday 15th January to Friday 26th January 2024**. During this period, the normal Year 10 timetable will be suspended. The students will be asked to complete a detailed diary of their experiences during the two weeks and will undertake some follow up tasks on their return to school.

Work experience will give students an understanding and experience of working life. It will give them first hand experiences of typical working conditions in various places of work. This will not necessarily be in their chosen career path, but it should help them to recognise their own qualities and to see the links between the courses they are studying and the skills they will need in the future. It will also give them responsibility; they will be expected to be punctual, independent and helpful to others.

To ensure your child finds a placement that suits their needs, they are advised to secure it themselves, and the sooner the search begins, the better. I would like to take this opportunity to encourage your child to consider what type of work they would like to undertake and begin the process of contacting companies to ask if they would be willing to take them on for the two week period above. A simple phone call, or a short visit, at this stage will suffice.

If your son/ daughter is unable to find their own placement, then it will be arranged for them by an outside agency called B&E Together, who have a varied database of placements, which cover a large area. It should be noted that your son/ daughter may not receive their first choice and may be placed in an area where they will need to make travel plans. All placements, whether arranged by students themselves, or arranged by the agency are subject to strict health and safety checks and all employers used for work experience must hold Employer Liability Insurance.



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We find that work experience is extremely rewarding for students, in terms of their own development. Success during work experience will clearly reflect a student's individual determination, character and personal qualities. It often contributes to references in Year 11 and beyond. Students completing the work experience programme will receive a work experience certificate, which can be used for further education applications and work/ training schemes.

Today, your son/daughter has been given three forms to complete. The Work Placement Selection form and Data Agreement form (both green) which must be completed and returned to reception by **Friday 15th September**. All students must complete these forms even if they intend to find their own placement. The third one is a Student Arranged Placement form (white). This form is to be completed by students who find their own placement, in addition to the green forms. The white form must be returned by **Friday 6th October 2023**

In order to try and support the students in ensuring that they are placed in the most appropriate work placement, we are trying to generate a list of employers, which we will be able to suggest to students for a point of contact. If you have a business, or opportunity that you can offer to one of our students, please complete the Business Engagement form, over the page, or visit our school website, where there is a link to an online form:

<https://docs.google.com/forms/d/e/1FAIpQLSf3yhZHOmAUyleJZAUapMgP3FkjlCoENJ83mHLCAHGIHtQXg/viewform>

If you are unable to offer a work experience placement, but are able to come into school to work with students at a careers event, please also reply via the form, attached, or on the same Google form on our website.

Should you have any queries, please don't hesitate to contact me.

Yours faithfully,

J Collins

Mrs J Collins
Vice Principal



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Can you offer a work experience placement?

Yes

No

If yes, please provide details below of who to contact and a summary of what you could offer.

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Would you be willing to attend any careers events in school?

Yes

No

If yes, please provide details below of who to contact and a summary of what you could offer.

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