



1 November 2017

Dear Parents/Carers,

Year 10 Work Experience Week – Monday 14 - Friday 18 May 2018

Throughout the week commencing Monday 14 May to Friday 18 May 2018 all year 10 students will be taking part in a work experience placement.

There are multiple benefits of work experience, including the opportunity to develop employability skills, experience the suitability of a potential career and build contacts for future employment.

During the first half of this term, the students have been encouraged to research a variety of careers and employers, write a letter of application applying for a placement and understand why work experience is beneficial to them in preparation for the world of work.

A local risk assessment company; Safety Measures, will be ensuring that all work experience placements comply with legal requirements. The students have been given access to their database, which lists a large number of employers offering placements, for them to apply to directly. Your son/daughter may also request work experience at a place not on the database, however, the employer must have Employers' Liability Insurance. Once a placement has been agreed between an employer and student, Safety Measures will undertake a risk assessment and approve as satisfactory if appropriate. There are a number of restrictions for under-16s and therefore it is important to have a realistic view of what they will experience. For example, a year 10 student on a construction site, may not be permitted to leave the site office.

Details of how to access the Safety Measures database, along with a sample letter of application are on Insight. We are unable to put these on our website due to their company rules, however if you have difficulty accessing Insight please let us know by emailing contact@nottinghamfreeschool.co.uk.

Over the next few weeks, tutors will be monitoring how students are progressing with their application.

If you have any queries, or would like to discuss this further, please do not hesitate to contact me.

Yours faithfully,

Mrs P Barrett
Careers Coordinator