

12th January 2022

Dear Parents and Carers

Year 10 Work Experience – Monday 11th to Thursday 21st July 2022

You may be aware that in Year 10, Applemore students have an opportunity to undertake a two-week Work Experience placement. This year, Work Experience will take place for the last two weeks of the summer term. Under normal circumstances we would hold a Parents' Information Evening to provide you with all the information needed to support your child through this process however, due to COVID-19 restrictions we have decided not to run this. Students have received a virtual assembly from EBP South who organise and manage work experience on our behalf. If you wish to watch this assembly for yourself, it can be viewed by following this link: <https://youtu.be/IR8Jt0H5qUc>

EBP South have a large database of employers who are willing and able to take students on Work Experience placements. All students will be provided with personal login details to the database this week and will begin the process of applying for placements during their Personal Development sessions. As EBP South are an organisation that work with lots of schools across the area, placements are taken on a first-come, first-served basis. As a result, I would strongly suggest you encourage your child to begin the process of applying for placements as soon as possible to avoid the disappointment of not securing a placement with a preferred employer. This does not mean that students cannot arrange their own Work Experience and I know many of them have already started to do so. In these circumstances, the *Own Placement* form will need to be completed by the employer and yourself; EBP South will then contact the organisation to discuss the aims and objectives of Work Experience, to check on the working environment ensuring that it is safe and suitable for young people undertaking Work Experience and that the organisation has the relevant employer's liability insurance.

Please note there is NO EXPENSE incurred for the arrangement of Work Experience or the checks on own placements. However, students cannot apply for online placements AND own placements at the same time. Additionally, a charge of £39 **will be incurred** if placements arranged by EBP South are not subsequently changed or taken up.



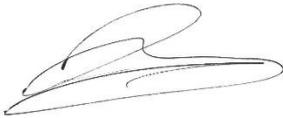
Headteacher: Mr A Chipping

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When discussing possible employers with your child, please be aware that they will be responsible for making their own way to the placement each day so travel arrangements should be considered as well as the suitability of the employer.

If you have any questions regarding the process, please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to be 'R Purdy', written in a cursive style.

Mr R Purdy
Head of Year 10