

27<sup>th</sup> January 2023

Dear Parents and Carers

## Year 10 Work Experience – Monday 8<sup>th</sup> to Friday 19<sup>th</sup> May

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 in the first half of the summer term, from 8<sup>th</sup> to 19<sup>th</sup> May. In previous years, we have run a Parents' Information Evening to provide you with all the information you will need to support your child through this process, however this year we have decided to run two drop-in afternoons as an alternative. This will enable us to respond directly to any specific enquiries you may have, or any issues you, or your child, have encountered in the process.

These drop-in afternoons will run from 3.30pm to 5.30pm on Thursday 9<sup>th</sup> February and Thursday 30<sup>th</sup> March.

Please note:

- Monday 8<sup>th</sup> May is a Bank Holiday, but some placements may still be open, and arrangements would need to be discussed directly with them.
- The date of the Religious Education Full Course exam (paper 1) has been amended by the exam board to 15<sup>th</sup> May. This means that your child will have to be present at school on that Monday for their exam rather than attend their work experience placement. They will then continue their work experience placement for the remainder of that week. Please see the separate letter from Mr Saunders for information on the revision session offered.

We continue to run work experience through EBP South, an organisation with a large database of employers who are willing and able to take students on work experience placements. All students have been provided with personal login details to this database and have begun the process of applying for placements during Tutor times. EBP South are an organisation that work with lots of schools across the area, therefore 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 at a preferred employer.

Alternatively, students can arrange their own work experience placements, 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 yourselves; 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

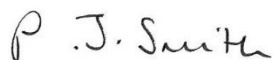
liability insurance. *Own Placement* forms can be picked up from Tutors, the Head of Year Office, or printed from the EBP South website. Completed forms should be returned to the Head of Year Office, to be logged and sent off to EBP South.

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.

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 at [p.smith@applemore.hants.sch.uk](mailto:p.smith@applemore.hants.sch.uk)

Yours faithfully

A handwritten signature in black ink that reads "P. J. Smith". The signature is written in a cursive style with a large initial 'P'.

**Miss P Smith**  
**Head of Year 10**