



Dear Parents and Carers

6/1/23

Year 10 Work Experience 10th to 14th July 2023

During the week commencing 10th July your child will be required to participate in a Work Experience Placement operated by the school in association with [The Changing Education Group](#).

Work experience is all about bringing the world of work to life - the students experience traveling to work, get an insight into the working environment (whether that's an office, a farm, a laboratory or something more unorthodox) and get used to meeting new people. It gives young people an opportunity to step out of their comfort zone and discover new things about themselves - do they like working in a vibrant, noisy workplace or do they prefer working in the quiet? Do they like working indoors or outdoors? Do they like working on problems with their mind or with their hands? It can equally highlight things they would rather not do!

Supporting your child to find a work experience placement can seem more difficult if they don't know what their future plans are. If this is the case, encourage your child to think about what interests them, what subjects they enjoy or what they would like to learn more about. Please don't worry about your child finding the 'perfect' placement. All work experience is extremely valuable.

Please also consider different work experience options; for example, a split placement between two different settings, maybe part of the week is remote and part in the actual setting. Advice and guidance from tutors, subject teachers and other staff is available, but the responsibility for arranging the placement is with the student as we feel that it is an important part of the whole Work Experience process.

The first thing to do is complete the [Parent / Career Agreement Form](#) by Friday 10th February. This gives your permission for your child to participate in work experience. Include medical, access or other information that will help an employer when completing a risk assessment.

Changing Education will be carrying out the administration of work placements and the assessment of employer health, safety and insurance status. The cost to parents is £25 (unless your child is participating in Active Leaders or is arranging their placement with parent/guardian) If your child is participating in Active Leaders or your child will be doing their work placement with their parent or guardian a waiver form will need to be completed, this should be requested from Mrs wood: swood@langtreeschool.com

If your child is entitled to the Pupil Premium Grant their contribution can be covered. Payment will be via Scopay and will be set up by 10th February ready for you to pay.

After the half term break, your child will be able to load the [ConnectEd](#) 'ConnectED' app (we will do this during a tutor time) where placement details will be logged and managed. This will allow the school to verify the placement provider so that Changing Education can begin supporting employers with the risk assessment selves for their placement and reflect upon the development of their skills.

If you have any queries regarding the process, please contact enorton@langtreeschool.com, or swood@langtreeschool.com.

Kind regards,

Susannah Wood
Assistant Headteacher & Careers Lead

