

Dear Parent/Carer,

30<sup>th</sup> June 2025

This is to confirm final details to support your son/daughter during their Work Experience placement next week. Work Experience is a valuable aspect of your child's education and Ansford Academy would like to request your help in supporting them, in order to make the experience a positive and enriching one.

**Ansford Academy would be very grateful if you could support your child's preparation by helping them where necessary to:**

- Contact their employer to clarify start times, who to report to, dress code etc
- Ensuring they have read and understood their own job Risk Assessment and check they understand to follow all Health and Safety procedures , as detailed by their employer in their Day 1 Health and Safety induction session. For further information on Health and Safety guidelines please see the Be Safe: <https://ssp.learnaboutwork.net/docs/Be%20Safe%202010-pdf.pdf>
- Ensuring they are able to travel safely to and from their work placement to home
- Supporting them to complete their Work Experience diaries – some parts need to be completed in advance of the start day and they will need these for a review session.
- **Contacting the Academy immediately should you /your child have any specific concerns or issues with their placement i.e. emergency situations, illness, Health and Safety issues or other concerns at their placement**

If your child has any issues or an emergency during the week, please contact the Academy as detailed below:

Main Reception during school hours on: 01963 350895

or

Duty staff member out of school hours on: 01963 350895 – select the out of hours emergency service

***Ansford Academy has authorised work experience absence during term time for your child. Therefore, if your child is unable to attend placement for any reason during the week, it is necessary for you/your child to inform the school and the employer.***

Wishing your son/daughter an enjoyable and rewarding week.

Many thanks for your support

Ben Willson  
Head of Year 10