



October 2021

Dear Parent/Guardian

Summer Holiday Work Experience Opportunity

We are working in partnership with the Leicestershire Education Business Company (LEBC) and are offering students in years 10, 11, 12 and 13 the opportunity to apply for work experience during the summer break in 2022. This local company has been organising work placements for students across Leicestershire for more than 20 years. Their website is www.leics-ebc.org.uk if you would like to find out more about what they do.

The cost for your son/daughter to take part will be £58 per placement. For this price LEBC will:

- Set up the work experience placement trying to meet your son/daughter's preference including full workplace assessment of health, safety and welfare arrangements.
- Send you a contract agreement which sets out the job description and young person's risk assessment which your son/daughter will take to interview.
- Provide a certificate upon completion of placement.
- Should you wish to organise your own work placement, LEBC will carry out the necessary checks for a reduced cost of £51. You need a copy of the self-placement form for the employer to complete in addition to the standard application form.

Paper copies of the application and self-placement form are available for students to collect from KS4 Student Reception (MLT) or the Oaks office. Alternatively they can be downloaded and printed from the Academy website. Please complete a paper copy of the form to return to school. The tutor has a section to complete on the form before it is returned to MLT.

Information for Work Experience is available on the Bosworth Academy website; choose the Parents drop down menu and click on 'Work Experience'. Please read the Student Guide to Work Experience for more information on job sectors and placements available. There is also a Parents' Guide containing more information.

The deadline for submitting completed applications is **Monday 1st November** for a placement from the LEBC database and for self-placement forms. Please remember to indicate which week you would like to choose.



Payments should be made on sQuid once an application is submitted. Please go to the 'trips and offers' section and choose the relevant option for a standard £58 placement (from the LEBC database) or a £51 self-placement (employer approached by yourselves). Payment should be made by Friday 3rd December.

Please don't hesitate to contact the school if you have any questions regarding applications either by phone or by email to workexperience@bosworthacademy.org.uk . If you now or have in the past claimed for free school meals for your child, please contact us to discuss how we may help.

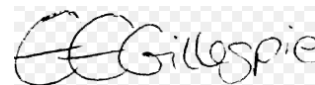
Yours faithfully



Mrs M Delâge-Martin
PSHE and Careers Lead



Mrs C Tallis
Work Experience Coordinator



Mrs E Gillespie
Careers Coordinator and
Adviser