

Our Ref: AJP/TJM

October 2023

Dear Parent/Carer

Work Experience – Monday 20th May – Friday 24th May 2024

As you may already know, our Year 10 students undertake a Work Experience Placement during this academic year. Attached are letters to you and your child with details of the scheme. There is also a letter to be passed on to potential Work Experience employers with a Placement form. Your child will be bringing home copies of these and further copies can be found on the school website.

The only restrictions on where your child can undertake work experience is that the company must have Employer and Public Liability Insurance cover, a health and safety check is completed and the placement is within the UK. The school will arrange all health and safety checks.

With all work placement requests within the South West, to ensure a health and safety check can take place, we must receive signed and completed work experience forms by **14th March 2024**. After this date, health and safety checks are unlikely to be completed, will incur a fee of £20, and the school may not be able to validate the placement.

If students wish to undertake work experience with a company outside of the South West but within the UK, we are happy to help arrange this where we can, but it is vital that these requests are arranged as soon as possible so that we can ensure all necessary checks can be completed in time. **Please note**, with these requests a charge will be levied in respect of out of area health & safety checks, in line with the Charging & Remission Policy, and these will be payable by the parent. Sadly, we are unable to help with transport or accommodation costs. The deadline to return the required paperwork for these requests is **9th February 2024**.

Before returning the completed Placement form to the Academy, please could you ensure that the employer has **signed the form on both sides**. The Health & Safety Section on the back also needs to be completed and signed by you as the parent/carers.

BRAUNTON SCHOOL AND COMMUNITY COLLEGE ACADEMY TRUST

A COMPANY LIMITED BY GUARANTEE, REGISTERED IN ENGLAND AND WALES, NUMBER 7989226 (AN EXEMPT CHARITY)

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If you have any questions, please contact me at aparsons@braunton.academy or Mrs Martin, the Work Experience Administrator, at tmartin@braunton.academy

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mr A Parsons'.

Mr A Parsons
Head of Character & Vocational Education