



Leventhorpe
a business and enterprise academy

Year 12 Work Experience Monday 18th March - Friday 22nd March 2019

November 2018

Dear Parents

As part of our school careers programme, all Year 12 students will complete one week's work experience. The week allocated is Monday 18th March to Friday 22nd March 2019.

Work Experience is important for the students to not only include in their CV's but also to use in their personal statements when applying for university. The overriding aim is to provide students with general experience of the world of work but go into a placement in a field in which they are interested in possibly pursuing a career. This is a fantastic opportunity for students. In the past some of our students have even been offered jobs by their work experience placements. With this in mind we are expecting most of our students to be able to find their own placement with family or friends, or by contacting businesses direct. Should your son/daughter be finding this difficult and need some ideas please ask them to come and speak to Mrs Blair-Park. It is a requirement that all students in Year 12 complete work experience in the allocated week; this is why we give our students a long notice period in which to find their placement.

We have contracted Safety for Work to complete our Health & Safety checks. They will contact all potential placements, including those found by parents, to check that satisfactory standards of supervision, instruction, Health and Safety, insurance and equal opportunities are in place. This is a legal requirement. All employers within the programme must demonstrate adequate safeguards and safe working practices for young people. All placements must have Public & Employers liability insurance.

Once you have found a work experience placement please complete the details on the attached page and return to Mrs Blair-Park as soon as possible but no later than Monday 11th February 2019.

Yours sincerely

Mrs Gill Blair-Park and Mrs Eleanor Gower-Pimenta
Futures Adviser Head of Year 12