

THE BURTON BOROUGH SCHOOL

A Specialist Arts College



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Dear Parents or Carers

I am writing to ask you about your son/daughter's work experience placement. At present we do not have any documentary evidence about their progress. I realise that a large number of pupils are in the process of applying or bringing in completed forms but we need to send these completed forms off very quickly so that all health and safety checks can be completed in time. It is now becoming urgent that if they have not already arranged a place that they do so. Please also be aware that any out of Shropshire placements need to be arranged and relevant documentation in place by the end of this month.

Work experience offers your son/daughter the opportunity to gain a fortnight's experience at a company of his/her choice. Many pupils choose local companies or organisations whilst a few choose to travel further afield to gain the experience they would like. It provides them with an insight into the world of work, one that is always changing.

The aim of the initiative is to enable pupils to gain experience of work by being part of a workforce and learning about the expectations of employers and the demands of a work environment. Your son/daughter will receive a reference or report from his/her placement providers, which will be seen by the school but may also be a valuable asset when applying for work, training or further education.

The work experience placements are covered by an Education Act, which allows pupils in the last two years of compulsory schooling to join in schemes of work experience where arrangements have been approved by the Local Education Authority. Many pupils are able to source their own placement but pupils may be helped. I am available Monday to Friday, 9am to 1pm and am happy to assist.

A particular problem which has arisen in recent years is the number of placements being found where the proprietor or owner of the business is also the sole employee; in this case Employee Liability Insurance is still required to cover the Work Experience placement pupil who is considered identical under the law to a paid employee.

If you have any questions or queries concerning work experience, or if you feel an organisation you are involved with may be able to provide placements, please contact me.

Yours sincerely

J. Thornton

Jane Thornton (Mrs)
Works Experience Co-ordinator