

Kingsmead

CARE

ASPIRATION

RESPECT

DETERMINATION

Headteacher: Mark Griffin

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Dear Parent / Carer

I write as the member of staff responsible for your child's careers education at Kingsmead School. A core part of their careers education is **Work Experience** which will take place from the 15th-19th July 2019. This is a valuable opportunity for your child to learn about the workplace and an employment of their choice.

Schools from across Somerset and beyond offer Work Experience, meaning employers often give placements to their many applicants on a 'first come first served' basis. Finding a placement is a competitive process! I have therefore asked Year 9 to begin the process of Work Experience applications *now* and over the summer break as a homework task which has been set on Firefly. The process of written application is as follows –

- Complete an **email/letter of application**: a placement request including key details (school & student name, dates, insurance requirements, contact details etc)
- Enclosing/attaching an **Employer's Reply Slip** with this email/letter: a document which all employers must return giving formal consent to a placement. A copy is printed on the overleaf of this letter.

Both the template letter of application and Employers Reply Slip can be found on your child's Firefly homework task and at Firefly>Resources>Applied Learning>Work Experience. A database of previous Work Experience providers is also on this firefly page. Family contacts and google searches for employers yield the majority of placements every year, and arriving to a workplace *in person* to request a placement is usually most effective in securing a placement.

Employers need to be made aware that the **insurance requirement** is relatively limited – Employer's Liability Insurance & Public Liability Insurance (and where the student will be a vehicle passenger, Business Vehicle Insurance). The template letter of application contains a paragraph summary of this information which employers need to be made aware of.

Please support your son / daughter in searching for placements in an industry of personal interest over the summer holiday. Placements need not be in the industry which students ultimately wish to work in. Kingsmead staff will be available to support students in this process / monitor application progress during afternoon registrations in the new academic year.

Yours faithfully,



Charlie Pierce

Assistant Headteacher
Kingsmead School



Kingsmead

Employer's Work Experience Reply Slip

Our Work Experience week is 15th-19th July 2019

I am happy to provide a placement for: _____ Tutor group: _____

Company name: _____

Please confirm you have employers' & public liability insurance. No placement can take place without this. You may be able to take out temporary insurance for work experience week: **Yes / No**

Please provide a placement job title:

Please give a brief description of the placement and tasks that might be undertaken:

Students expect to work from 9am – 5pm for 5 weekdays. If your working days / hours will likely differ, please give details below:

Please outline the dress code / personal protective equipment needed, if relevant:

Will our student work 1-1 *throughout* the placement? If so, a DBS check may be required: **Yes / No**

Name & position _____ Date: _____

Signature: _____

Email address: _____

Telephone number: _____

Address & postcode : _____

Please return this form to Kingsmead School:

Charlie Pierce

Kingsmead School

Wiveliscombe, Somerset TA4 2NE

EMAIL: charlie.pierce@kingsmead-school.com

THANK YOU FOR OFFERING OUR STUDENT A PLACEMENT!