

November 2021

Dear Parent/Carer

Year 10 Work Experience 2022

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 Monday 18 – Friday 22 July 2022. 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! To encourage timely applications, Summer 2021 homework, set via a task on Firefly, was to make progress with a work experience application.

I write to ask for your continued support in helping your child to secure a placement. The process of written application is as follows:

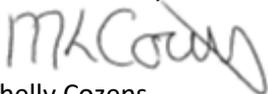
- Complete an **email/letter of application**: a placement request including key details (school and student name, dates, insurance requirements, contact details etc).
- Enclosing/attaching an **Employer's Reply Slip** with this email/letter: a document which all employers must return giving formal consent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

Both the template letter of application and Employers Reply Slip can be found on your child's Firefly homework task and at Firefly>Resources>Subjects>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.

Thank you for your continued support in this process. Please do not hesitate to contact school if you have any queries.

Yours faithfully



Shelly Cozens

Head of Careers and Cultural Capital

CARE

ASPIRATION

RESPECT

DETERMINATION

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