

October 2022

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 Monday 17 – Friday 21 July 2023. 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! The process of writing an application for work experience 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, together with a list of previous Kingsmead work experience providers. Students will also have access to a large database of businesses who have previously offered work experience to Somerset school students.

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.

I would be grateful for your support in helping your child to search for placements in an industry of personal interest. 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 throughout the academic year.

Yours faithfully



Shelly Cozens
Head of Careers and Cultural Capital

CARE


ASPIRATION

RESPECT

DETERMINATION

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