

05 October 2017

Dear Parent/Carer

### Y10 Work Experience – 16-20 July 2018

As part of our Work Related Learning programme we expect all of our Year 10 students to complete a week of work experience; we consider this to be an important part of their general education to improve employability skills and as a means of stimulating thought about their future careers. Our work experience week is 16-20 July 2018.

Other schools in the area are likely to have their work experience weeks scheduled around the same time as Heanor Gate so there will be competition for the places that are available.

Students are expected to find their own placements as this provides a more realistic learning experience. School will help substantially with this and will also appreciate any assistance you can give to your child. Each student will receive a handbook detailing the process that we follow along with the web address of an employer database, provided to us by Derbyshire County Council. This is not an exclusive list and students are welcome to contact other employers in the area if they so wish. We also hold details of local employers who have worked with the school in the past and who may be willing to have our students again.

Derbyshire County Council is responsible for completing the Health & Safety checks for all placements. If, for any reason, we are unable to get Health & Safety clearance for your child's placement then your child will not be able to attend, even if the placement is with friends or family. There may also be a charge for arranging a Health and Safety check on a placement outside Derbyshire, so please contact school in the first instance.

Should you have any queries, or require any further information, please do not hesitate to contact me either by telephone or email.

Yours sincerely



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