

Dear Parents/Carers

YEAR 10 WORK EXPERIENCE: 24th–28th March 2025

As part of our continued commitment to Careers Education, Information, Advice and Guidance (CEIAG) at Coombe Girls' School, we invite all Year 10 students to participate in our annual work experience programme.

Work experience is an important part of the academic year for Year 10 students. It allows students to gain a valuable insight into the world of work and develop key employability skills. Many employers now require young people to have attended work experience prior to employment and will expect to discuss this at interview.

To prepare students for the future, we require students to take responsibility for organising their own placement. This is so the student is directly involved in choosing the right placement, taking ownership of their choices and to gain first-hand experience of the application process. Once they have done this they must complete the [Work Experience Placement Student Form](#).

Employers will expect the student to have carried out some independent research into their business so they can demonstrate a genuine interest in their company, to be successful in securing a placement.

Placements are competitive, particularly in some specialist areas or where there is a minimum age. Students may not be successful on their first application so they may need to think more broadly to widen their applications across a variety of job roles and/or employers. A personal approach is often more effective than simply sending a generic email or letter. Students may need to consider a mix of hybrid working, virtual placements relevant to the industry and working practices of the employer.

Essential Information

Once your daughter has secured a work experience placement it is best to agree the following information with the employer:

- Working hours – including start and finish times and breaks. This should reflect the working hours of the business, but be no more than 7 hours a day (35 hours over the week)
- Named contact responsible for the student – including the contact details and where to report to on their first day
- Dress code – what is suitable for the placement? Is there any protective clothing required or provided for them?
- Onsite facilities– is lunch provided? Is the student able to purchase refreshments?
- Any Induction training must take place during the work experience week of 11–15 March 2024. We are unable to authorize students to attend training during the school day or outside of these dates.

Essential Documentation

Please forward the link below (Employer Placement Information Online Form) to the named contact agreed for the employer, for them to complete their employer placement information, which they will then submit online to us. These links will also be available on Google Classroom in the KS4 Careers Hub area for students to access and the school Website.

[Placement Employer form](#)

You should request the employer also email a copy of their employer liability insurance (ELI) certificate (when submitting the above online employer placement information online form) to enquiries@coombegirlsschool.org quoting:

FAO: Work Experience Coordinator

(The student's name and tutor group for the placement for approval).

Please note, if the insurance is due to expire prior to the placement commencing on 11th March 2024, employers are required to send an updated certificate on renewal of the policy to the school. Unfortunately, we are unable to authorise a placement without the valid insurance and we would appreciate your assistance communicating directly with the employer to confirm the online form and ELI insurance certificate is submitted in time for school approval. ELI is not required for certain family businesses i.e. if you are directly related to the student and the company has no employees, operating as a sole trader. In this instance, if you are exempt from ELI as a 'one-person business', a parental declaration form can be requested from us to cover the placement.

Low risk placements such as offices and shops do not require a company risk assessment. Any placement that is rated medium risk - i.e. an environment which is less familiar to students - will require a copy of the employer's company risk assessment to include specific factors for young people. This should again be emailed to the school office via enquiries@coombegirlsschool.org

FAO: Work Experience Coordinator (quoting the student's name and tutor group).

Please regularly liaise directly with the employer to ensure all the required paperwork ([Placement Employer form](#), ELI insurance certificate, risk assessment if required) is returned to us promptly. Please do not wait for the deadline. We recommend all documentation is submitted at the time the placement is offered.

Once submitted you should complete the parent/carers online consent form using the link below: [CGS Work Experience Placement – Parent Form 2024](#)

The deadline for all documentation to be submitted is **24th February 2025** (the week after half term). All work experience placements, **without exception**, are required to be authorized by the school. This approval process is based on having valid employer insurance (ELI), a risk assessment for any medium risk placement and a completed parental/carers consent form on file.

Communication

It is vital you keep your tutor and the careers team informed of any potential difficulties to allow us to assist you with the smooth running of your placement. We will advise you if any aspect of your child's paperwork is missing for you to follow up with the employer. We encourage you to discuss the placement with your child and support them with any questions, nerves, expectations etc. After the placement, students are expected to send a thank you note to the employer for their commitment to supporting the programme - we would appreciate your support with this.

Attendance

Once a student has accepted the external work placement, it is expected that the student attends the placement on each day of the programme to benefit fully from the experience. This is part of the student's compulsory education. It is not acceptable to fail to attend or arrange holiday on any days of the placement, and non-urgent medical appointments should be rescheduled where possible. The employer has voluntarily given up their time to invest in the student, particularly in the planning and preparation and completion of all the required H&S paperwork for the placement to proceed. We request that unless there is a safety concern, the student attends the placement in full. Any absence should be reported to the employer and the school, in line with school procedures.

School Support

If you have any concerns about the process please use the enquiries@coombegirlsschool.org and title your email:

FAO: Work Experience Coordinator (quoting the student's name and tutor group).

Yours faithfully,

Mr J Pounds

Assistant Headteacher I/C KS4