

Year 10 Work Experience (Monday 5th February - Friday 9th February 2024)

Dear Parent / Guardian,

In year 10 we provide a week where your child has the opportunity to experience the world of work. This week is in the school term time and will be Monday 5th – Friday 9th February 2024 (dates are inclusive). This will help them as they prepare for their future in the world of work and to develop their employability skills.

We expect all our year 10 pupils to actively participate in this work experience week. Part of the process of finding future employment involves your child finding their own placement for this work experience week. We encourage all our pupils to use October half term holiday time to find a placement. We appreciate schools are closed during the half term holiday and therefore any pupil seeking a placement in a school may need to set aside some time after school in term time to make their initial request. We have provided an 'Initial Contact Form' that needs to be completed by the pupil, the potential employer and signed by the employer and a parent / guardian.

Every potential placement has to be approved by 'Mainframe' who are a specialist company that complete the required health and safety checks on the place / provider / employer. This is to ensure that your child is working in a safe place that has all the essential legal documentations and risk assessments in place. To check each placement costs £30.00. School will pay for one place per pupil to be checked. On the initial contact form there are minimum requirements that need be ticked by the employer to acknowledge that they have the required insurance and documentation in place for your child to attend this placement. This process has to happen, so please ensure that these boxes are ticked and the employer recognizes that they have to have the required documents in place.

If a placement is rejected, then the pupil will need to find an alternative placement. Mainframe require 2 months to manage these checks and therefore the deadline for handing in the 'Initial Contact Form' is: **Friday 15th December 2023**. Any forms handed in after this date may not get approved and your child would not be able to attend the placement. This can cause significant disappointment for your child so it is really important that they choose their placement provider wisely.

Support in finding placements will be offered by the form tutor and where a pupil experiences difficulty in finding a placement we will offer work experience drop-in clinics to offer help and support after school. Work experience last year was really successful, and pupils were thrilled to embrace a taste of the world of work.

If you know of any suitable placements or you are able to offer a placement to our pupils, we would love to hear from you. Please contact our school by emailing: enquiry@queensbridge.bham.sch.uk and put for the attention of K. Hill (Assistant Headteacher).

Over the course of the year, all year 10 pupils will be completing two units towards a qualification with the Prince's Trust. Work experience forms the basis of one of these units. In order to achieve the qualification, pupils need to have participated in the work experience week.

We look forward to receiving the initial contact forms back and seeing where they are hoping to complete their work experience. Do contact the school if you have any questions.

Yours sincerely,

K. Hill (Assistant Headteacher / Careers Lead)

HEADTEACHER: Mr H Singh

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EMAIL enquiry@queensbridge.bham.sch.uk WEB www.queensbridge.bham.sch.uk

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