**Hawkley Hall** High School

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E: [admin@hhhs.net](mailto:admin@hhhs.net) | W: [www.hhhs.net](http://www.hhhs.net/)

Headteacher: Mr M. Klinck

'The school’s work to promote pupils’ personal development and welfare is outstanding’. *(Ofsted)*

20 September 2022

Dear Parent/Guardian,

**Year 10 Work Experience - Monday 24th April – Friday 28th April 2023**

I am writing to you regarding Work Experience, which will happen in the summer term of this academic year.

Work Experience is an important part of the Year 10 Curriculum and is an excellent opportunity for students to gain an understanding of the skills and qualities required by employers. All Year 10 students will be expected to take part in our Work Experience Programme from Monday 24th – Friday 28th April 2023.

In order for students to gain the valuable job hunting skills which are so important in today’s job market, we ask that all students take responsibility for planning and finding their own placements. We strongly advise students to make contact with prospective employer as soon as possible, as other schools will be participating in work experience during this period.

**Finding Placements**

We would ask that parents and students talk about possible placements and the sort of experience the student hopes to have. Where parents and students may have their own contacts for such placements, it would be helpful for students and parents to make an initial contact and enquiry and to keep us informed of any progress made.

Most employers will have taken students from a number of schools for many years and have well established practices. All participating employers have to sign a form agreeing to strict regulations which include items on insurance cover, safeguarding and Health & Safety.

**Further Support Available**

If your child is unsure how to approach an employer, please direct them to <https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/how-to-ask-employers-for-work-experience> where further guidance can be found.

Students can find additional support with the careers team in school: Mrs C Knowles (SLT Link, based A Block), Miss G Beckett (Careers Leader, based F Block and C Block Y7 Office) and Ms J Tindall (Independent Careers Advisor, based upstairs C Block, works Thursday and Friday).



Hawkley Hall High School is a member of The Rowan Learning Trust. | Company Number : 8010464 | VAT Registration Number : 134 6833 09

**Self-Placement Form**

Once a placement has been found, please ensure the parent/guardian and student sections of the attached form are completed, then the form to the employer for them to complete their section.

Once fully completed, the form should then be returned to academy, this can be posted/emailed directly to us by the employer or given back to your child for them to hand-in to their Head of Year, Mrs Bosy or Miss Beckett or can be scanned in and emailed to [workexperience@hhhs.net](mailto:workexperience@hhhs.net)

It is crucial that all areas on the form are fully completed so that your child’s placement may be processed without delay.

We will be holding a parents information evening on **Wednesday 28th September 2022 at 5pm**, where we will be able to answer any specific questions regarding work experience.

In order for us to ensure that there is sufficient time to process placement forms and for Health and Safety checks to completed, we ask that all attached forms are handed in by the deadline. **The deadline for the return of this form to the school by Friday 9th December 2022.**

Once again, we strongly advise students to find their placements and complete all relevant paperwork as early possible because work experience placements may be competitive with their desired employer. The earlier forms are returned, the sooner the placement can be processed and authorised for the student.

**Further Information**

Please do not hesitate to get in contact if you require any assistance or further information. You can also get in contact via telephone 01942204640 or via email to [workexperience@hhhs.net](mailto:workexperience@hhhs.net)

Yours Faithfully,

Miss G Beckett

**Head of Careers**

**Parent/Guardian and Student Section**

Name of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have arranged for my child to do their work experience as stated below:

For a work placement to go ahead the company must have the following insurance policies. Please indicate if these policies are in place:

Employee Liability Insurance? Yes/No Public Liability Insurance? Yes/No Name of Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Placement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of work they will be involved in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the student named above, for whom you are responsible, have any impairment or medical condition that might affect the type of work they could undertake or that may prevent they from carrying out a work experience?

YES/NO (Delete as applicable) if YES, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the Parent/Guardian**

**Please note it is your responsibility to inform employers of any medical conditions, which may affect your child whilst in their care. Failure to disclose relevant information could create serious difficulties for both the student and the work experience provider.**

I am the parent/guardian of the student named above and I give consent for them to undertaking the work experience programme for one week’s placement.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the Student**

As the student named above, I agree to take part in this Work Experience Scheme. I also agree to hold in confidence any information about the Employer’s business which I may obtain during this period and not disclose such information to another person without the Employer’s permission. I also agree to observe all safety, security and other regulations laid down by the Employer.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All information must be returned to your Form Tutor, Head of Year, Miss Bosy or Miss Beckett by Friday 9th December 2022.**

**Employer/Employee Section**

This section needs to be filled out by an employee/employer from the company that you will be partaking in work experience with.

**Child Protection Guidance**

For adults working with young people of compulsory school age, it is important to be aware of potentially difficult situations. By following the simple guidance outlined below it should be possible to ensure that the placement is a secure environment for both the provider and the student.

**Touch:** There may be occasions when you need to touch a young person (e.g. when you are guiding them in carrying out technical operations) but these should be kept to a minimum.

**Behaviour:** Whilst it is important to reassure a young person who may be nervous in a new placement and reliant on your guidance, you should avoid being over familiar. Never permit ‘horseplay’ which may cause embarrassment.

**Environment:** Where possible avoid being on your own in an isolated or closed environment with a young person.

**Travel:** Ensure that there is a known destination and check-in-times with a third party in situations where a young person will be travelling alone with an adult during the placement. It is a good idea to make available a mobile phone in such situations.

**Mentor:** Those placed immediately in charge of young people should be competent in their work-role, mature in their attitudes, and yet at the same time be at ease with them.

**Disclosure:** Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your line manager and share your concern with the organiser of the work experience programme

**You are reminded that you are required by law to protect children from harm and that any employees are required, under the Criminal Justice and Court Services Act, to declare that they are disqualified from working with children.**

**Employer Agreement Form**

|  |
| --- |
| Name of Company/Organisation:  Name: Position: |

|  |  |  |  |
| --- | --- | --- | --- |
| 1: As a representative of the company named of this agreement, I agree to participate in the Work Experience Programme.2: I confirm that the company/organisation acknowledges its responsibilities under the Health and Safety at Work Act and all delegated legislation, to ensure, so far as is reasonably practicable, the health, safety and welfare of pupils for the duration of the work experience placement.3: I confirm that, if following a suitable risk assessment a significant risk remains within the workplace, the pupil will not be asked to undertake any of the following tasks:-work that is beyond physical or psychological capacity-work involving harmful exposure to agents which are toxic or carcinogenic-work involving harmful exposure to radiation-work exposing them to extreme cold, heat, noise or vibration-work involving the risk of an accident which cannot be recognised, owing to their lack of attention to safety, lack of experience or training4: I am aware of any specific requirements of a pupil.5: I have received a Child Protection Guidance sheet.6: Conditional on the placement of a pupils that they abide by the rules, regulations and procedures of the company and respect the confidentiality of the company who proves to be incompatible, is reserved.  |  |  | | --- | --- | | Signature: Date: | | | By signing I agree to the Employment Agreement | |

**Safeguarding Children on Work Experience Placements**

To comply with the law, the school are required to carry out a Children’s Barred List check (formally known as a List 99) for anyone who is responsible for supervising a child under the age of 16 on a work experience placement.

A Children’s Barred List check allows educational establishments to check against a database to see if there is a possible match for a person who has been restricted from working with children by the Secretary of State for Education and Skills, under the terms of the Education Regulations 2000.

In order for the school to complete the check, please provide the following details:

|  |  |
| --- | --- |
| Title: |  |
| First name: |  |
| Surname: |  |
| Date of birth: |  |
| Previous first name: |  |
| Previous surname: |  |

For a work placement to go ahead the company must have the following insurance policies. Please indicate if these policies are in place:

Employee Liability Insurance? Yes/No Public Liability Insurance? Yes/No

**Please enclose a copy of your insurance with this form.**

Thank you again for having our students for work experience. Work Experience is a valuable and rewarding learning experience, gained in a real working environment. It offers a taste of what “working life” is all about and provides the opportunity to develop personal skills, increase self-esteem and raise confidence.

If you have any questions, please do not hesitate to contact Miss G Beckett via telephone 01942204640 or via email [workexperience@hhhs.net](mailto:workexperience@hhhs.net)

Yours Faithfully,

Miss G Beckett

**Head of Careers**