

September 2023

Dear Parent/Carers

**RE: YEAR 10 WORK EXPERIENCE: 4<sup>th</sup> MARCH – 8<sup>th</sup> MARCH 2024**

After a successful Work Experience during March 2023, we are looking to offer this opportunity again to our Year 10 students. We believe that this provides a valuable opportunity for students to develop their understanding of the world of work and also skills for future careers.

The dates are the 4<sup>th</sup> – 8<sup>th</sup> March 2024, Monday to Friday on placement with an employer. There will be no other dates offered for work experience during school time in order not to impact on the school curriculum, but students can always find their own opportunities during the school holidays.

We are offering parents three options for Work Experience this year as we feel this gives students the greatest flexibility.

1. If your child wants to come to work with either parent for the whole week that would be option one. There is no charge for this type of work experience but your child would be your sole responsibility. We would ask you to complete paperwork which states this is the case and this would naturally have to be approved by your employer (form attached) before this could be approved. The deadline for the return of this form is the **8<sup>th</sup> December 2023** – to Mrs Martin in the Careers Office at WVC.
2. The second option is for a contribution of £15 for students to select a placement from the database, that is being provided by The Employability Partnership and this will need to be paid via Wisepay. The database will not cover all students' interests and career aspirations but will give a variety of opportunities. These placements have been Health & Safety checked. The database should be available for students to look at after October half term but we will advise when this is available and how students will be able to look at the opportunities and information that this contains.
3. Thirdly there is an option for students who wish to find their own placement a copy of the Student Own Placement Form is available from the Careers Office or you can print off the copy attached. The paperwork needs to be completed by the employer, parent and student by the **1<sup>st</sup> December 2023** and returned to the Careers Office. There is a cost implication for this process of £35 per student which will need to be paid via Wisepay. This is in order that the employer can be visited by the Employability Partnership to check for Health and Safety and Public Liability that is required by law. If students' hand in own placement forms after the date above, there is an additional charge of £5.00 late fee that parents/guardians will be asked to pay. We are offering a payment plan whereby parents can pay for work experience in stages ie. £5.00 per month through Wisepay in order to make this more accessible.

At Witchford we are very proud of the relationship we have built up with local employers through Work Experience and are convinced that this is an extremely valuable educational experience. We hope that your son/daughter will benefit in the same way as many others have in the past.

Yours faithfully  
Mrs J Martin  
Head of Careers  
[jmartin@wvc.tmet.org.uk](mailto:jmartin@wvc.tmet.org.uk)