



Lealands High School

Aspire Believe Achieve

Lealands High School
Sundon Park Road
Luton
LU3 3AL

Our Ref: AQU/MLA
20th July 2022

Tel: 01582 611600
Email: admin@lealands.luton.sch.uk
Website: www.lealands.luton.sch.uk

Dear Parent/Carer

Headteacher: Mr J Burridge BA (Hons) PGCE, MA, NPQH

Re: Work Experience – February 2023

All students will have the opportunity to work with a family member or find their own work placement and undertake one week of Work Experience as part of the curriculum.

Work Experience is organised by the school in partnership with Best Practice who are a company based in Bedfordshire who work with schools to arrange Work Experiences. The dates for Work Experience will be **Monday, 6th February 2023 to Friday, 10th February 2023**. Students who are unable to find their own placement will attend school as normal. Unfortunately, the school is no longer able to find work placements on behalf of students.

Parents and students can organise their own placement with a prospective employer by taking the attached 'Own Placement for Work Experience Form' to that employer for completion. The form is also available to download from our school website under the section 'Letters to parents'. Once complete, forms are to be returned to myself in school. This form can be completed now but needs to be returned as soon as possible and no later than **Friday, 11th November 2022**. Any paperwork submitted after this date may not be processed on time and may result in a placement being unauthorised.

Please be aware that any company who takes students for a Work Experience placement will need Employer's Liability Insurance. Please make sure the company includes these details when signing the attached form.

Once the placement has been agreed by the employer, an agreement will be sent home which you will be asked to sign to confirm your understanding and acceptance of the standards and expectations.

There are considerable benefits of finding an own placement, as you have more control over the process of finding a placement that your child may really want.

Work Experience enables students to gain an understanding and experience of working life; and enhancing life skills. It helps them to find out about their own skills and to see the links between the courses they are studying and the skills they need in the future. It will also give them responsibility; they will be expected to be punctual, appropriately dressed for their role, independent and helpful to others. Appropriate guidance and supervision will be given by a member of the employer's staff who will be responsible for the student. Students will not be allowed to use hazardous machinery during this time. A member of school staff will be in contact during the placement to check on student progress.

At Lealands, we believe this valuable work experience opportunity is a core part of our mission 'supporting everyone to climb the mountain to success'. The school invests heavily in this opportunity which we believe to be a crucial part of the education we provide.

Students will not be paid during this period because the Work Experience is part of their education. Students must know what distance from home they are able to travel and should consider the cost of fares carefully before selecting a placement.

Please note, that any changes/cancellations by you or your child will incur an administration charge to ourselves. This charge will be passed onto you.

If you have any further questions at this time, please do not hesitate to contact me.

Yours sincerely

Mr A Quddus
Work Experience Coordinator



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY



Own Placement for Work Experience

Placement Dates From: 6th February 2023 to 10th February 2023
(One week placement)



Student Details

Students Name: **Form:**.....

Address:..... **Post Code:**.....

Home Telephone No: **Age when on placement:** 14-15 16-18 18+ (circle one)

School: **Lealands High School**

Tutor group:.....

Parent / carer approval to the placement below:

Name **Signature:**..... **Date:**.....

Parent / Carer emergency contact number

Tutor comments: Your help in completing this section is greatly appreciated.(optional by school)

To help locate an employer to provide appropriate work experience for this student, please provide a “mini-reference”. Please make sure this is a true reflection of the student’s capabilities and personality (both positive and negative). This will help Develop give the student the best possible chance to be successful. Employers like to be aware of any needs that may affect the student whilst on placement. It is important that you give as much information as possible.

.....
.....

Tutor signature:..... **Date:**.....

Medical Needs or Adjustments: (to be filled in by the Parent / Carer or Tutor)

Please indicate below any **Medical Needs, Adjustments or Other Factors** that employers should be aware of. Please make it clear how this will affect the student whilst on Work Experience.

Medical Needs:

.....

S.E.N. Details:

.....

EAL Details:

.....

Criminal Record: Please indicate if the student has a criminal record or is attached to YOS.

.....

Parent / Carer Approval

I understand that once this form is signed and returned to Best Practice Training and Development Ltd, any change/cancellation by me, or my son/daughter will incur an administration charge to the school. At the schools’ discretion this may then be passed onto you.

Parent/Carer Signature:

Date:

Own Placement for Work Experience

EMPLOYER DETAILS. THE COMPANY MUST HAVE EMPLOYERS LIABILITY INSURANCE

By completing this form I confirm that I am prepared to offer work experience to the student named above during the "Placement Dates" shown above, subject to the approval of the school attended by the student. **Please contact Best Practice Training and Development if you have any queries on 01923 225225. (PLEASE PRINT)**

Name Of Company:

Address:

..... Post Code: Tel No:

Name Of Contact: Position in Organisation:

Email Address: Date:

Nature Of Work Offered:

How do you know this student? Are you a sole trader? Yes / No

Please indicate if your company has in force the following policies. **NOTE: If you do not have adequate insurance cover in place, then the work experience cannot take place. The details of your insurance (not the broker) must be recorded below**

Employers Liability Insurance? Yes / No Date Policy Expires:

Insurance Company: Policy Number:

Public Liability Insurance? Yes / No Date Policy Expires:

Written Health and Safety Policy? (5 or more employees only) Yes / No

A representative from Best Practice Training and Development will contact you shortly to finalise details and/or arrange a Health & Safety Visit

KEY POINTS: (A full list of key points will be left with the employer at the pre-placement health and safety visit)

1. Work experience is a learning experience and the young person should be given a range of appropriate tasks to do as described in an agreed Job Description
2. The Employer will ensure that a responsible person will plan the work and the young person will receive instructions and supervision during the period of the work experience with an opportunity to discuss their progress at appropriate intervals.
3. The Employer will protect the young person from hazards and significant risks, ensuring they do not carry out work of an unsuitable nature. The employer will provide protective clothing and equipment as necessary, unless this equipment is specified as to be supplied by the student themselves on the agreed Risk Assessment.
4. The work undertaken by the young person whilst on placement will be risk assessed, taking into account the age inexperience and immaturity of each young person Best Practice Training and Development Ltd will communicate the risk assessment to the parent or guardian of the young person prior to the commencement of the placement
5. The young person will not receive any payment for their contribution whilst on work experience; however the Employer may wish to make a contribution directly to the young person towards the cost of meals and travel.
6. The young person will work the hours shown in the agreed Job Description. Not more than 8 hours per day or 40 hours per week.
7. The Employer will ensure that they have current Employer's and Public Liability insurance to cover against accident or injury caused to each young person and will notify their insurers that work experience students will be on placement with them.

Privacy Notice

I understand that I have a responsibility to provide accurate information and agree that the information I have given is correct to the best of my knowledge. To ensure we can fully support students on their Work Experience placement, the information provided to us may be shared with the student, parents/carers and school as appropriate. Where necessary, Best Practice Training and Development Ltd may provide information to supervisory bodies, such as the Health & Safety Executive to comply with its legal duties. If you have any questions about Data Protection, please contact Sara Goldie sara@leadersinbusiness.net By completing this form, you are consenting for the information you provide to be shared with the above parties.

Employers Signature:

Date: