



Our Ref: TZW/NH/Year 10 Work Experience

Date: 26 November 2021

Dear Parent/Guardian

WORK EXPERIENCE: Monday 18th July 2022 – Friday 22nd July 2022

We have decided to reintroduce work experience this year as we believe that every pupil should have first-hand experience of the workplace to help their exploration of career opportunities, and to expand their networks. As such, Year 10 Oldbury Wells students will be on work experience on the above dates next year.

Although this seems a long time away, I would ask you to start encouraging your child to think about this as placements can be difficult to find, especially in the summer term when many other schools are on work experience. You should be aware that students should not apply to the primary school they previously attended, the law courts, local radio stations and newspapers as they will not accept work experience students. As a result of the Coronavirus pandemic, work experience placements in hospitals are likely to be very limited (if available at all). However, there are thousands of employers out there who do offer placements.

We are working with the Telford and Wrekin Education Business Links Team to ensure that all placements have the appropriate insurances and that the placements comply with Health and Safety Regulations. The Telford and Wrekin EBL also have a database of work experience placements which is accessible to all students (details below). All students must have arranged and submitted details of their placements by **18th March 2022**, as all checks need to be carried out by this date. Please note that if your placement request is received less than three weeks prior to the work experience date, this may incur a charge of £10 per student. Additionally, if you request an 'Out of Area' placement there may be a charge of up to £25.

To access the Telford and Wrekin EBL database of placement providers students will need to first register for a MyTelford account, using this they will then be able to request access to the work experience database. The MyTelford account is also used to submit details of placements that students have agreed, with ourselves and Telford and Wrekin EBL. Full details of how to register and use the MyTelford and EBL work experience data base can be found in the "Work Experience Student Manual" which can be found at (INSERT WEB ADDRESS)

It is important that students contact employers **themselves** by either phone, letter or email, as this is all part of their experience and builds on their communication skills. Students will usually be expected to write a letter of application and send a CV along with it. Don't forget there may well be other schools trying to arrange their work experience placements too – so remember to stand out in your application and not to leave it too late.

Continued...

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Students must remember to include:

- Which school they are from and the contact details
- The name of their work experience co-ordinator
- The dates of their placement
- Their name and contact details
- The reasons for their interest in their chosen company
- Anything else that will help them stand out in their application

All employers must have **Employers Liability Insurance** in place and be able to provide evidence of this. Without this insurance the EBL Team **will not** approve the business. This is to ensure the necessary insurances are in place should anything happen. It is essential that your child checks with their employer that they have the relevant insurance in place covering a work experience placement **before** they submit any placements to the school for approval.

Once a placement and the insurances have been confirmed by the employer, your child will need to enter their placement details onto the EBL Database to request Approval by the EBL Team.

To add details onto the database, students will need to know the following information:

- Name of Business
- Contact name
- Full postal address
- Phone number and email address
- Which department they will be working in/type of placement

It is important that placements are arranged quickly, and that we receive the information as soon as possible. The EBL Team will need to carry out a Health & Safety check well before the start of the placement, usually three months before the start date.

We understand this can be a nervous time for your child, but we hope they are able to see the huge benefits and make the most of this rewarding opportunity. We look forward to supporting them through their work experience journey and hearing all about it.

Thank you for your co-operation with this, please do not hesitate to contact us on 01746 765454 if you have any queries.

Yours faithfully



Tom Williams
Assistant Headteacher