



Joseph Leckie Academy

Dear Parents/Carers,

December 2013

Here is some important information for you and your child to discuss. Action needs to be taken and the consent form returned in December. Later in the school year we will send out further details.

WHO	:	Year 10 Students (Work Experience in Year 11)
WHAT	:	Practice Interviews (will take place September 2014 am only; dates to be confirmed) Preliminary Visit to placement; provisionally on Wednesday 24 th September 2014 at 2.00 pm.
	:	Work Experience Week (13 th October – 17 th October 2014)
WHY	:	To help young people understand more about the world of work.

WHAT TO EXPECT FROM WORK EXPERIENCE

STUDENTS WILL	:	work longer hours, be responsible for their own travel arrangements and receive training for their tasks.
STUDENTS WILL NOT	:	get paid or be trained for a real, permanent job
STUDENTS MUST	:	dress appropriately, maintain high standards of personal hygiene, behaviour and punctuality.
STUDENTS MUST	:	follow all Health & Safety instructions and <u>inform BOTH the employer and the Academy</u> if there is an unavoidable absence.

WHAT STUDENTS NEED TO DO NOW - TO FIND OUT MORE: ACCESS

www.josephleckieacademy.co.uk **press enter, then Work Experience**

- Access EBP data base at school and home (if internet available)
- Find a placement and write a letter at home or in form period
- Alternatively, find your own placement through family/friends. Ask the employer to complete the Work Experience Placement Form. Return form to Mr Edge/Mrs Gibbins.

WHAT WE NEED YOU TO DO NOW

- Sign the **CONSENT FORM** attached giving permission for your child to participate in Practice Interview, Preliminary Visit and Work Experience Week.
- Fill in the Health section as appropriate.
- Return the Consent Form to Mrs Gibbins (main reception) by **20th December 2013**
- **Please help your child to find a placement.**

ANY CONCERNS SO FAR

- Please contact either Mr Ben Edge on 01922 721071 Ext 205
- Or Mrs Janette Gibbins on 01922 721071 Ext 266

HOW YOU CAN HELP US more placements are needed. Do you have any contacts?

- Try to get a placement within Walsall area. This makes Health & Safety checks quicker and easier.
- All placements have to be checked by the EPB by Law.
- All businesses **MUST** have **EMPLOYER LIABILITY INSURANCE (ELI)** and **PUBLIC LIABILITY INSURANCE** Without both, students cannot attend. (Please note many small businesses do not have **ELI**, if they employ only one person). Thank you for your support.

Mr B. Edge and Mrs J. Gibbins Work Experience Co-ordinators

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