



Icknield Community College

Headteacher: Mr M Hunter, BA (Hons), MSc, NPQH
Love Lane, Watlington, Oxfordshire, OX49 5RB



24 June 2019

Dear Parent/Carer

As you will be aware from our assembly this week, and subsequent newsletter entries, we are delighted to be offering Work Experience as part of the school curriculum in Year 10. Your child will be moving into Year 10 from September and will, therefore, take part in Work Experience. Work Experience week will take place from Monday 27 April 2020 to Friday 1 May 2020. This is an exciting opportunity for students to gain a real insight into the world of work, develop their employability skills and test out the possibilities for future career pathways for the future. In some cases, successful work experience placements even lead to the offer of future employment or scholarships!

We would like students to take some time over the summer holidays to source a work placement for themselves that is meaningful and gives them an opportunity to develop some skills they will need for work. Whilst we hold a small bank of placement opportunities, the emphasis is duly placed on students to find their own work experience placement. Finding their own job will become a reality on finishing education and research shows that students get much more from work experience if they have been active in this process.

There is a lot of work to be done behind the scenes in order for us to manage this opportunity. We, therefore, need parents to complete a **'Work Experience Parental Agreement' form** by no later than **Friday 12 July 2019**.

Please note that, by submitting the form, you are giving consent for your child to take part in the work experience programme.

When you have found a placement, there is also a **'Employer/Student Agreement' form** that needs to be completed by the employer in hard-copy and further signed by your son/daughter and then returned to school by no later than **Wednesday 16 October 2019**. Students will bring these forms home from school today after our assembly on the Work Experience process. I also attach information sheets for both parents and students. These outline your parental responsibilities whilst your child is on work experience: hours of work, insurance details, travel responsibilities, etc. The student information sheet highlights the benefits of work experience for each student, working hours, pay, interview details etc.

Please note - The school will check every employer offering a placement, to ensure they meet the required legal, health & safety, and insurance standards, that employers should have in place if they employ people. If the placement you find is not with a company the school has previously worked with, then they will be assessed against these standards and may require a telephone conversation or visit to the workplace to ensure standards are being met.

Should you have any difficulties finding a placement in this timeframe, have any questions or would like to discuss this opportunity further, please contact Helen Richardson via the school telephone or by email: helen.richardson@icknield.oxon.sch.uk

Yours faithfully

Vicky Pickford
Assistant Headteacher