



GNe/JBr/APe

Any enquiries relating to this letter please contact Ann Pemberton

24 March 2021

Dear Parent/Carer

Y10 Work Experience – Monday 12 - Friday 16 July 2021

As you know Work Experience has always been an important part of our careers education at Birley and an excellent opportunity for Y10 students. There has been so much disruption to learning in the past year and to the enrichment opportunities that we would like this to go ahead this year as normal although there will need to be some adaptation. So, during the week beginning **Monday 12 - Friday 16 July 2021** all Y10 students at Birley Academy will be given the opportunity to go out on a one week work experience. This important opportunity is part of a developing Careers Education, Information, Advice and Guidance Programme. It gives students a valuable chance to work with a new range of people in a real working environment and forms an important part of each student's Progress File by way of an employer's report.

Students are strongly advised to find their own placements wherever possible. This shows added commitment and initiative on the part of the student and helps to build an all-round experience. It also enables them to focus on specific interests or needs. There is also a wealth of ongoing support around school.

This year, as in past years, there will be other schools out on work experience at the same time as Birley, making the quantity and quality of placements very competitive. All students are urged to be actively looking for their work experience placement. Please be aware if your child should need a public transport pass during placement there could be upto a 3-week application turnaround process with the transport companies you are approaching.

Last year, many parents/carers helped their children to find their own quality placements. This exemplifies the strong parent/carers/academy bond that Birley enjoys, making it a much richer place for all. It also reflects the high degree of support that parents/carers offer their children throughout what is, for many students, a very challenging but extremely enjoyable time.

All student arranged "self-placement" **Companies must hold current Employers Liability Insurance (ELI) and** have the required checks in place including quality of the placement and in particular their health and safety standards. A young person should not be placed in an organisation that does not have Employers Liability Insurance or has failed to pass the necessary health and safety risk assessment criteria. For this reason, it is important that "Self - Placement Work Experience Agreement Forms" are returned to school with urgency to allow these processes to be completed.

As soon as a placement has been found can you please ensure that the "Work Experience Self-Placement Agreement Form" (green copy attached) is completed in full, signed and returned to Ann Pemberton at Birley as soon as possible:

- by Parent/Carer, including signature and any relevant Health issues or other conditions which would result in unnecessary risk to a student's health and safety or the safety of another person. This section should be completed before the paperwork goes to the Company.
- by the Employer, including full placement/job details, **Employers Liability Insurance (ELI) details.**
- Student signature will also be required.

Students will start their work experience preparation during PSHE lessons and will have their Work Experience/Health and Safety preparation before the start of placement. A Parent/Carer Guide, and "Work Experience Self-Placement Agreement Form" are attached for your information.

Any enquiries please do not hesitate to contact Ann Pemberton:

T: 0114 2392531 ext 2253 E: annpemberton@birleysecondaryacademy.co.uk

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The pandemic has caused much disruption to many business and industries.

This means that not all students will find it straightforward to acquire a work experience placement. We are conscious of this and as a result, will be doing our utmost to provide a suitable programme in house so students do not miss out on this fabulous opportunity. The details of this programme are being finalised and will be shared with the students and their parents in advance of the week should they not be able to find a placement.

We appreciate that not all students may secure a work experience placement but we are desperate to ensure that no student misses out and has a suitable experience ahead of Year 11 where they will be making choices ahead of leaving the Academy in the Summer of 2022.

Should you be interested in supporting the school by offering student placements in your place of work we would welcome the support during these challenging times.

Should you require any further information at this stage please could you contact Ann Pemberton on:

T: 0114 2392531 ext 2253 E: annpemberton@birleysecondaryacademy.co.uk

The changing circumstances we find ourselves living through mean unfortunately, there are no guarantees and no two businesses will operate the same way. We are keen though to try our best to give the students the best opportunity possible to obtain valuable work experience, however, we are conscious that we need to stress the need for flexibility and patience as circumstances could change very quickly.

Thank you for your continued support.

Yours sincerely



Headteacher

