



MAIDEN ERLEGH

SCHOOL

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Dear Parent/Guardian

Year 10 Work Experience Placements – Week beginning Monday 3 July

I hope this letter finds you well. As we approach the start of the Work Experience programme, commencing on Monday, 3 July, we wanted to provide you with important details regarding the placements and offer guidance for those students who have not yet been assigned.

Education Business Partnership (EBP), our external partner, has been diligently working to secure suitable placements for students. They have been responsible for placing students and ensuring employee liability insurance coverage. On Friday, most students received details of their placements. We kindly request that they contact their respective employers promptly to introduce themselves and arrange a pre-visit, if requested by either party.

It is crucial for students to familiarise themselves with the timings of their workdays and adhere to any specified dress code. We recommend discussing these details with your child to ensure they are fully prepared for their work experience. Encouraging professionalism and a positive attitude will go a long way in ensuring a successful placement.

We understand that some students have been placed for a duration of 3 or 4 days only. For these students, we encourage them to consider pursuing "own placements" for the remaining days. The "Own Placement Form" attached to this letter will facilitate the process of approving and finalising any independent placements. Alternatively, these students may choose to "shadow" their parents for the duration of the work experience week. This can provide valuable insights into various professional environments and further their understanding of the world of work.

Regrettably, securing a sufficient number of placements has proven challenging, particularly in sectors frequently requested by our students, due to many workplaces implementing 'work at home' policies. EBP continue to work to address this situation and have a limited number of placements available, although they may be located outside of the local area and may not align with the desired sector of interest.

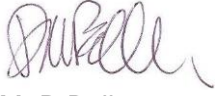
If your child has not been assigned a placement, we encourage them to source their own placement. Please ensure that the "Own Placement Form" is completed and returned to us promptly so that we can assist in approving and facilitating any independent placements. Alternatively, they may consider 'work shadowing' a parent working at home or in the workplace.

However, in the event that students are unable to secure a placement or source one themselves (whether for part or all of the week), we will make arrangements for them to participate in an alternative curriculum within the school. While this option will be available to ensure continued engagement during the work experience week, we want to emphasise that it is our least preferred option. We strongly believe that hands-on work experience outside of the school environment provides invaluable learning opportunities that cannot be replicated within the classroom. Additionally, we have yet to respond to the announcement by the NEU of two further days of industrial action on Wednesday 5 July and Friday 7 July, which may mean that we are not able to offer in-school provision on these days.

Should you have any questions or concerns regarding work experience placements or the process outlined above, please do not hesitate to contact our school office.

Thank you for your understanding and cooperation. Together, we can make this Work Experience programme a valuable and transformative experience for our Year 10 students.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'D Bell', with a stylized flourish at the end.

Mr D Bell
Assistant Headteacher – Careers and Destinations lead

Work Experience Own Placement Form

Please print carefully in block capitals

School		Dates of Work Experience	
Student Name			
Home Postcode		Month & Year of Birth	/

The section below must be completed by the employer who has agreed to take you on placement

All placements are subject to a pre placement visit by the EBP

Placement Details, Insurance & Employer Agreement			
Company Name		Contacts Name	
Company Address & Postcode		Position	
		Telephone No	
		Is this a home Address?	
Placement Address: (if different from above)			
Email Address		How is the student known to you?	
Main tasks the student will undertake			
I.....(name) from(company) am authorised to offer the work placement as detailed above.			
**** I understand the placement may be cancelled or cut short by either party for COVID 19 reasons ****			
Employers Liability Insurance held with			
Policy No		Expiry Date	
Signed*		Date	
Please can you attach a copy of the current Employers Liability Certificate to this form			
Parent/Student Agreement			
I understand that this placement will not be definite until it is confirmed by the EBP and insurance and pre placement check has been made. Please note there may be a charge for placements outside our EBP area where other agencies may be required to carry out a pre-placement check on our behalf. These charges may vary.			
Student Signature*		Date	
Parent/Guardian Signature*		Date	

*In the case of the EBP not being able to sanction the placement a £25.00 administration fee will be charged and may be passed on by the school

* By signing this you are confirming you have read, understood and agreed to how we are going to use, and store, personal information (Detailed overleaf)

EBP ADMIN	DETAILS	DATE	INITIALS
PLACEMENT			
EMPLOYERS LETTER & RF			
STUDENT DESCRIPTION			
STAFF VISIT			

How information about the student will be used and who we will share the student information with -

In order to manage the placement, EBP will process the student's personal data that is shared with us. This may include the student's name, school, employer, start and end dates and any special data shared with us (such as medical information). We will also share this data with the employer so that the employer can provide a work placement. EBP takes great care to look after personal data - you can read how we do this at

<http://educationbusinesspartnership.co.uk/privacy-policy/>

How long we will keep information about the student - We will keep the information until the student is 25 years old, which is a legal requirement.

If you need any further information - Please email us at info@ebpwb.co.uk

Work Placement Provider: How information about you will be used

Members of the EBP work experience team will store this information about your organisation on our secure database. Some of the information will be given to the relevant schools and students that have work experience placements with you.

How long we will keep information about you

We review our database on an annual basis and will destroy records of organisations that have not had a work experience placement for over 10 years.

Who we will share your information with

We will give your name, company name, address, email address and telephone number to the school which will also be given to the student and his/her parents. This is so that they can prepare for the work experience placement.

If you need any further information

Please email us at info@ebpwb.co.uk or to view our privacy policy, please visit our website

<http://educationbusinesspartnership.co.uk/privacy-policy/>