



Dale Avenue, Hassocks, West Sussex, BN6 8LP

Telephone: 01273 845892

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E-mails: office@downlands.w-sussex.sch.uk
head@downlands.w-sussex.sch.uk

Headteacher: Mr M Wignall
September 2018

Dear Parents / Carers

Year 10 Work Experience

Monday 15th – Friday 19th July 2019

I am writing to let you know about the arrangements for your child's work experience which will take place during the week beginning 15th July 2019. Work experience is an important part of the work related learning curriculum and is an opportunity to gain a valuable insight into the world of work.

Funding to schools for work experience has been withdrawn but we feel that work experience is a valuable and important provision that we wish to continue to offer. In order for us to be able to offer this provision we are asking for a contribution for each placement. This covers the costs of risk assessments (health & safety and insurance checks) which are required before we are able to place a student in the workplace. These are carried out by external agencies. The charges are as follows:

£20 per student - if the placement is on the Northbrook work experience database.

OR

£20 per student - if it is an 'Own Placement' and not on the Northbrook database, e.g. going to work with parent/relative/friend and will be working in West Sussex or Brighton and Hove.

OR

Out of Area Own Placement - for placements taking place outside of West Sussex or Brighton and Hove, risk assessment costs will depend on that area's charging policy, but are usually between £25-£75. We will inform you of the exact cost and obtain your agreement before we finally confirm the placement.

You will be invoiced when the placement has been confirmed and asked to pay on line through Parent Pay. If, because of your financial circumstances, you are unable to make the contribution above please contact Mrs Cutress who will consider suitable arrangements to meet the cost of your child's participation.

Students can access the Northbrook College database to search for placements at:

www.northbrook.ac.uk/wex

User Name:

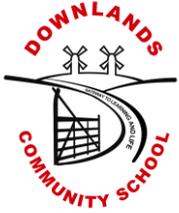
Password:

Students are able to search under various categories of work or by location and see job descriptions. Further instructions are on the school website, under Careers / Work Experience.

Students are also able to arrange a placement for the week by using their own local contacts or by linking with a parent's place of employment or that of a relative or friend. This will be an 'own placement' or 'out of area own placement'

The whole process takes a minimum of six months to organise. Risk assessment requests require 12 weeks' notice for placements 'in area'. If a placement is found 'out of area' details of the placement need to be forwarded to Mrs Cutress as soon as possible, as risk assessments in other areas can take longer to





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process. The sooner we receive your paperwork the more chance we have of successfully securing your chosen placement.

Please send the choices form signed by a parent/carer together with the completed Medical Questionnaire into school asap. **These must be returned to Mrs Cutress via the pupil services 'post box' by Friday 14th December 2018 at the latest.**

We look forward to a successful partnership in supporting your child's work experience. We endeavour to ensure all our students gain the most from their placements doing something they enjoy. Students have participated successfully for many years in the Work Experience programme and we are sure your son/daughter will find it a very rewarding time.

Please email Mrs Cutress if you have questions – ncutress@downlands.org

Yours sincerely

A handwritten signature in black ink, appearing to read "R Davies".

Mr R Davies
Deputy Head teacher

A handwritten signature in black ink, appearing to read "N Cutress".

Mrs N Cutress
Work Related Learning and Careers Coordinator

Attachments: Placement form
Medical Questionnaire

