



Our ref: MCH/JWE

28th November 2018

Dear Parents/Carers,

Re: Work Experience July 2019 – Year 12

Following on from our letter dated 19th November and looking at the feedback from parents and students, we have made some adjustments to the Work Experience options. We have listened to feedback from parents and understand the timing of the deadline is very close to Christmas which is an expensive time of year for all, and therefore we are now able to offer a payment option which will allow parents to pay an initial deposit then the balance early next year.

We are also able to offer a family placement, which will allow students to secure their own placement with a family member. Details of all the options are below:

- **LEBC PLACEMENT**

This option is that the LEBC find the placement for the student. The student fills out a form indicating the areas of employment they would like their placement in, and the LEBC will find them an appropriate placement. The cost of the LEBC placement is £57.

- **SELF PLACEMENT**

This entails the student finding their own placement opportunity and the employer filling out a self placement form. This is then passed onto the LEBC who will ensure all Health & Safety checks are completed and insurances are in place for the duration of the placement. The cost of a self-placement is £50.

It is essential that the student contacts employers when looking for a placement, not the parent, as some employers have said they are unlikely to offer a placement unless the student has the initiative to make the call themselves.

- **FAMILY PLACEMENT (SELF)**

This option requires the student to find their own placement with a family member either in their own business or in their place of work. The parent/carer is responsible for ensuring that the employer has the appropriate risk assessment procedures and employers liability insurance in place, and the parent/carer takes full responsibility for the student during the work placement. There will be a form to fill out and sign from the campus (attached) but there is no charge for this as the responsibility will be fully with the parent/carer.

The **deadline for the application forms and deposit payment of £15 is Friday 7th December 2018**. Forms need to be completed and handed to tutors. We understand this is a short space of time but the LEBC need to start processing applications as soon as possible to try to ensure all students get an appropriate placement. The balance payment needs to be made by 4th February 2019. Forms for the Family Placement (Self) need to be handed in to the Post 16 Team no later than 12th April 2019.

If you have any queries regarding the work experience placements please do not hesitate to contact us. Our email address is Post16@brookvalegroby.com or call 0116 2879921 ext 266 or 242.

Yours sincerely

Robert Coles
Headteacher