



Tuesday 27<sup>th</sup> February 2018

Dear Parent

**Work Experience Monday 2<sup>nd</sup> July - Friday 6<sup>th</sup> July 2018**

In Year 12 pupils have the opportunity to undertake a work experience placement; the government has asked that it is compulsory for all Year 12 pupils to complete work experience. For the current Year 12's this will be from **Monday 2<sup>nd</sup> July to Friday 6<sup>th</sup> July 2018**. A work experience placement can help young people learn new skills and offer a number of benefits including providing an insight into the particular skills and attitudes required by certain sectors and employers, a better understanding of the world of work, an understanding of how the skills they are taught in school can be transferred to the world of work and an opportunity to develop the young person's personal and social skills and increase their maturity. Furthermore, meaningful work experience placements linked with particular goals can be crucial to successful Post 18 applications for university, apprenticeships and beginning a career.

Pupils are encouraged to find their own work experience placements and have already been given details to the database that the school uses to see whether or not a placement that they are interested in is already Health & Safety checked. It is really important that your child starts looking for their placement now as most other schools in Nottinghamshire go out to work experience around the same time. All placement details have to be given to **Ms Hallam/Ms Barrett (Work Experience Coordinators)** by **Friday 20<sup>th</sup> April 2018** to ensure that there is enough time to carry out all of the necessary checks.

Work experience placements for Year 12 pupils are free, should they be from the database that the school uses. If your child is completing work experience where there has **not** been a Health & Safety check before, this incurs a **£20** charge. This cost is not an administration cost but is paid to an external company who ensure that each placement is Health & Safety checked and that your child is fully covered whilst on work experience.

If you require any further information on the work experience process please look on the Academy website under School Information and Work Experience or contact myself on [Edward.McEwan@arnoldhillacademy.co.uk](mailto:Edward.McEwan@arnoldhillacademy.co.uk).

Yours faithfully

Mr E McEwan  
Head of Year 12

**Arnold Hill Academy Gedling Road Arnold Nottingham NG5 6NZ**

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# Arnold Hill Academy

## 6th Form Work Experience

Year 12 Students: Please complete the details below for your work experience placement taking place in the w/c 2nd July 2018

**Name:** .....

**Tutor:** .....

**Company name:** .....

**Contact name:** .....

**Address:** .....

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**Phone number:** .....

**Email:** .....

**New Placement: Yes / No**

Please return this form to your tutor attaching a cheque for £20 if you are using an organisation not listed on the work experience database. Please make cheques payable to Arnold Hill Academy.

**\*\*Tutors\*\* Please give to Mrs Spencer in the 6th Form Pastoral Office**