



1 November 2016

Dear Parent/Carer

**Re: Work Experience 2017 - Monday 26 June – Friday 30 June 2017**

In year 10, students have the opportunity to undertake a work experience placement. For the current year 10s this will be from **Monday 26 June – Friday 30 June 2017**. 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.

Students are encouraged to find their own work experience placements and will be given details to the database that the school uses to see whether or not a placement that they are interested in is already health and 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 Mrs Wilson, Work Experience Coordinator, by **Friday 31 March 2017** to ensure that there is enough time to carry out all of the necessary checks.

As work experience is no longer funded by central government there is a charge associated with this. Every student will be charged £18 with new placements incurring an extra charge of £20. This cost is not an administration cost but is paid to an external company who ensures that each placement is health and safety checked and that your child is fully covered whilst on work experience. The Academy does make a contribution to this cost and once your child's placement is confirmed the payment will be due. Placements with family members or family friends who agree to take full responsibility for your child's health and safety whilst on placement carry a £0 charge; however Mrs Wilson must receive confirmation of this in writing by Friday 31 March 2017.

If you require any further information on the work experience process please look on the Academy website under School Info and Work Experience or contact Mrs Wilson on [abigail.wilson@arnoldhillacademy.co.uk](mailto:abigail.wilson@arnoldhillacademy.co.uk).

If you would like your child to undertake work experience please fill in and return the slip below before Monday 21 November 2016. If you do not return the slip we will assume that you do not want your child to take part in work experience.

Yours faithfully

**Mrs Wilson  
Work Experience Coordinator**

Arnold Hill Academy is part of the Trent Academies Group.

The registered office is Trent Academies Group, Rushcliffe School, Boundary Road, West Bridgford, Nottingham NG2 7BW

The company's registered number is 8128513



**PLEASE RETURN TO MRS WILSON IN PSU, B BLOCK, BY MONDAY 21 NOVEMBER 2016**

Student's Name: \_\_\_\_\_ Tutor: \_\_\_\_\_

I give permission for my child to take part in work experience. I understand the process outlined above and that there is a charge associated with work experience and am willing to pay this when requested.

Signed Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_