



October 2017

Dear Parent

Re: Work Experience Monday 25th June 2018 – Friday 29th June 2018

In year 10 students have the opportunity to undertake a work experience placement. For the current year 10s this will be from **Monday 25th June – Friday 29th June 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.

Students are encouraged to find their own work experience placements and will be given details to the database that the Academy 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 Hallam or Miss Barrett, Work Experience Coordinators, by **Monday 16th April 2018** 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, Safety Measures, who ensure that each placement is health and safety checked and that your child is fully insured 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 parents who agree to take full responsibility for their child's health and safety whilst on placement carry a £0 charge; however Mrs Hallam or Miss Barrett must receive confirmation of this in writing by Monday 16th April.

Please make payment via your online payment account at www.scopay.com/arnoldhillacademy. Guidance is available on the school website at <http://www.arnoldhillacademy.co.uk/index.php/payments>. If you have any further payment queries please contact denise.welton@arnoldhillacademy.co.uk or telephone the Academy on 0115 9554804.

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



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 Hallam or Miss Barrett on gill.hallam@arnoldhillacademy.co.uk or Kelleah.barrett@arnoldhillacademy.co.uk.

If you would like your child to undertake work experience, please complete and return the slip below before **Friday 3rd November**. 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 Hallam and Miss Barrett
Work Experience Coordinators

**PLEASE RETURN TO MRS HALLAM OR MISS BARRETT IN PSU (Pupil Support Unit), B Block
BY FRIDAY 3RD NOVEMBER 2017**

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 I am willing to pay this when requested.

Parent's Signature: _____ Date: _____