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sussex.sch.uk

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Headteacher : Tony Smith BA

Your Reference :

Our Reference :

September 2018

Dear Parent/Carer

Year 10 Work Experience

I am writing to you in order to start the process of gaining approval for your child to undertake work experience during Activities Week, **Monday 20 May to Friday 24 May 2019**. Work experience aims to provide all young people with an opportunity to:

- Obtain a wider awareness of the work of work as part of their general education
- Learn outside the classroom
- Increase their economic understanding
- Relate their studies to the world of work and training

We hope that you will appreciate the value of this experience and will therefore assist your child to look for an employer who can offer a suitable placement as soon as possible. Places in popular areas are often filled very early in the academic year, so it is advised that you try to contact employers sooner rather than later. In our experience, students are much more likely to secure a place in their desired field if they contact the employer themselves. All Year 10 students will be given advice on how to contact an employer during their Critical Thinking lessons; work experience information may also be found on the Priory website.

Whilst there are no charges for placements in East Sussex, please note that if a placement is outside the boundaries of East Sussex the ESCC Work Experience service may levy a charge of up to £70 plus VAT to carry out a health and safety visit to the employer; this charge would have to be paid by you. This charge is made in addition to the approval cost paid for by the school. It is recommended that a student undertakes only one work experience placement during the week.

A list of employers who have offered work experience in previous years will be available to students on the Year 10 noticeboard located in the Library foyer from the end of September.

Once you have found an employer, please complete the Placement Details form and Medical Information form, which are available on the school's website or directly from myself. The deadline for the return of this information is **Wednesday 19 December 2018**.

Once the placement has been confirmed by the school you will receive a parental agreement form detailing the risk assessment for the placement. This must be signed and returned before the placement begins. As part of this preparation and of continuing child protection, please encourage your son/daughter to discuss their placement and the risk assessment with you. If you feel that any issue raised during these discussions may need to be followed up by the school, please do not hesitate to contact me.

If you have any questions please do not hesitate to contact me on 01273 476231 ext 311 or email lindsay.wigens@priory.e-sussex.sch.uk.

Yours sincerely

Lindsay Wigens
Alternative Provision Coordinator

