

November 2023

Dear Parent/Carer

**Year 10 Work Experience: Monday 8 July – Friday 12 July 2024**

On Friday 17 November 2023, Year 10 Students will receive their blue work experience booklet, which will give them guidance on organising a placement of their choice and a guidance to access Grofar, the database of placements which has been used previously by local schools. Tutors also explained the process during Focus Day on 27 September 2023 and all students logged into Grofar for the first time.

The aims of the scheme are to give students the knowledge of an occupational area and to help develop an awareness of the skills needed to be successful at work.

Details of how to find a placement and the paperwork required is contained in the booklet, although I would like to take this opportunity to mention the following:-

- The revised **deadline** of **1 March 2024** may seem a long way off but placements do take time to organise, so it is important to start looking now. Every placement will need to be health and safety checked – this can take a few months to arrange so it is important to keep to the deadlines in the booklet to avoid disappointment.
- It can be difficult for us to arrange health and safety checks for placements beyond the local area (i.e. outside Somerset/North Somerset) so local placements are much preferred. **Some ‘out of area’ placements attract substantial additional health and safety checks fees (up to £50) which the school cannot meet and we would need to ask you to pay.** Please contact me to discuss if your child wishes to go further afield.
- Finding a placement can be a frustrating process with inevitable disappointments. However, it does help to demonstrate the reality of the employment market. Our advice is to start the search as soon as possible and be prepared to persevere. Do please encourage your child to ask for help if it is required.

I would ask your support in encouraging your child to start approaching employers. We have over 280 students to place this year and we are in competition with other schools for placements, so it is advisable to act quickly to secure a first-choice placement and to avoid disappointment.

If you have any questions, please do not hesitate to contact me. Tutors have details of student log on information in case students may have misplaced theirs, and a copy of the work experience guide is available on the school website [here](#).

Please ensure that you bring any medical condition or special requirements which would affect your child’s placement to our attention as soon as possible.

Yours sincerely

Sally Devlin  
Employability Co-ordinator



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