



ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

Dear Parent/Carer,

October 2015

Year 11 Work Experience Programme 2016

As part of the extended curriculum offered to all our students, we will be running an optional work experience programme for our Year 11 students after their exams next summer. This will give the students an invaluable opportunity to experience the realities of working life in a supported way.

Students will be encouraged to secure their own work experience placement which will last for one working week. To assist in this, school work closely with NYBEP (North Yorkshire Business and Education Partnership) who provide work experience support and ensure that all the relevant health and safety and insurance provisions are in line for each placement. Through NYBEP, students will be given access to an on-line database to help them search for a placement with local employers. The Careers Department will give students a step-by-step guide to applying for work experience and are on hand to provide support during every step of the process.

Whilst we appreciate that this is a very busy and important year for the students as they prepare for their exams, we would encourage them to participate in the work experience programme. Work experience will take place over a 4 week period for to enable students to fit a placement in around end of year activities, such as the Ardèche trips and the Year 11 prom.

In order for the programme to run smoothly, please see below for a list of the key dates:

Friday 23rd October 2015: deadline to return the Work Experience Consent Slip and the Ardèche Friendship Groups form to Careers.

Friday 18th December 2016: deadline to secure a work experience placement and return the WHITE consent form at the back of the Work Experience booklet, signed by a parent/guardian together with full placement details to the Careers Department.

Thursday 24th March 2016: deadline to return the blue consent form signed by the employer to the Careers Department.

27th June – 22nd July 2016: a one week work experience placement to take place during this period.

Wednesday 29th June 2016: Year 11 Prom.

7th-15th & 14th-22nd July 2016: Ardèche trips – please consider your preferred dates when organising your work experience placement.

To cover administrative costs such as access to the database, employer health and safety checks and liability insurance provision NYBEP charge St Aidan's £40 per student for this service. Therefore, if you would like your son/daughter to participate in the work experience programme we would request a **voluntary, non-refundable contribution of £20** towards these costs.

Headteacher: Mr J Wood

St. Aidan's Church of England High School, Oatlands Drive, Harrogate, North Yorkshire HG2 8JR

Tel: 01423 885814 • Fax: 01423 884327 • Email: admin@staidans.co.uk • www.staidans.co.uk



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Please note, if your son/daughter arranges a work experience placement outside the county of North Yorkshire, risk assessment provision will not automatically be covered by NYBEP and so may incur additional costs, which will be payable by you.

Our preferred method of payment is via ParentPay. Please note that payment by cheque will still be accepted and if this is your preferred method of payment, please return a cheque for £20 made payable to St Aidan's School Fund in an envelope clearly marked with the student's name.

Further information about work experience can be found in the lower school careers section of the school website, www.staidans.co.uk, but if you have any queries, please do not hesitate to contact the Careers Department at school on 01423 818534.

If you wish your son/daughter to participate in the programme, please complete and return the following to Mrs Richmond in Careers by Friday 23rd October 2016:

Work Experience Consent slip (see below)

Ardèche Friendship Groups form (enclosed)

Regards

Mr David Bean
Head of Year 11

Mrs Sally Richmond
Work Experience Co-ordinator

✂.....

I would like my son/daughter to participate in the 2016 work experience programme.

I have paid through Parent Pay.

I enclose a cheque for £20.

I enclose the Ardèche Friendship Groups form (as applicable)

I understand that work experience placements outside the county of North Yorkshire may be subject to additional costs which will be advised individually.

Student Name..... Form

Parent/Guardian signature

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