



# ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

Dear Parent/Carer,

October 2016

## Year 11 Work Experience Programme 2017

As part of the extended curriculum offered to all our students, we are running an optional work experience programme for our Year 11 students after their exams next summer. This will give 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. Students will be given access to an on-line NYBEP database to help them search for a placement with local employers.

The Careers Department are on hand to provide support during every step of the process. They have also distributed a step-by-step guide to all students via their tutor groups. This guide covers the application process for work experience in detail and is also available to download from the Year 11 Letters page of the school website <http://www.staidans.co.uk/year-groups/year-11/>

Whilst we appreciate that this is a very busy and important year for students as they prepare for their exams, we would encourage them to participate in the work experience programme. The one week work experience opportunity is offered across a 3 week period to enable students to fit a placement around their specific end of year activities, such as the Ardèche trips.

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

**Friday 21<sup>st</sup> October 2016:** deadline to return the Work Experience Parental Consent Slip at the bottom of this letter, together with the enclosed Ardèche Friendship Groups form, to Careers.

**Friday 16<sup>th</sup> December 2016:** deadline to secure a work experience placement. Once achieved, return the WHITE consent form at the back of the Work Experience guide booklet, **signed by a parent/guardian** consenting to the specific placement offered, together with full placement details, to the Careers Department.

**Friday 25<sup>th</sup> March 2017:** deadline to return the blue consent form, issued once a placement has been secured and **signed by the employer**, to the Careers Department.

**3<sup>rd</sup> – 21<sup>st</sup> July 2017:** a one week work experience placement to take place during this period.

**6<sup>th</sup> – 14<sup>th</sup> & 13<sup>th</sup> – 21<sup>st</sup> July 2017:** 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,

Headteacher: Mr J Wood

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

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we would request a **voluntary, non-refundable contribution of £20** towards these costs.

**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.** However, 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 on the school website, [www.staidans.co.uk](http://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 two documents to Mrs Farrar by Friday 21<sup>st</sup> October 2016:

**Work Experience Consent slip (see below)**

**Ardèche Friendship Groups form (enclosed)**

Regards

Mr Lee Margerison  
Head of Year 11

Mrs Marian Farrar  
Business & Community Partnerships  
Work Experience Co-ordinator

✂.....

I would like my son/daughter to participate in the 2017 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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