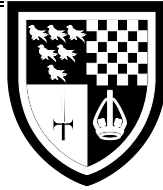


# CLAVERHAM COMMUNITY COLLEGE

North Trade Road,  
Battle,  
East Sussex  
TN33 0HT



School (01424) 772155  
Fax (01424) 774106  
Absence Text 07860 095526  
Sports Centre (01424) 774772  
Day Nursery (01424) 774548

info@claverham.org  
www.claverham.org

Principal: P. Swatton, B.Eng(Hons)

Date: 16<sup>th</sup> September 2020  
Ref: DHP/SF/WEX

Dear Parent/Guardian/Carer,

## **Re: YEAR 10 - WORK EXPERIENCE**

During the Community Week **12<sup>th</sup> to 16<sup>th</sup> July 2021** all our students in year 10 are expected to undertake a five days of work experience on employers' premises.

East Sussex County Council advised us that they are currently planning for work experience scheme to take place this academic year, despite the current situation caused by COVID-19 pandemic, however changes to Government advice in the future may alter our plans as we approach the placements week. You may find that the choice of placements for students may be limited due to the restrictions in place for businesses and employers. We recommend that students try to find an appropriate work experience placement in the first instance and failing this, please let us know **by Jan 29<sup>th</sup> 2021** the latest if you have been unable to secure anywhere. We will endeavour to assist where possible or plan for the number of students without a placement.

Work experience is intended to help students appreciate the change of roles and responsibilities and the range of skills that are required when entering the world of work. Whilst it is often more relevant if your son/daughter has an experience that can act as a future career taster, any experience that leads to an increase in employability skills should be seen as invaluable in their development. As the school continues to recognise the value of work experience we have decided to continue to make this opportunity available for Year 10 students this academic year.

We hope that you will appreciate the value of this experience and will therefore assist your son/daughter to find an employer who can offer a suitable placement as soon as possible. Places in popular areas are often filled very early in the 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 take part in a preparation programme in their ICT Careers lessons, covering topics such as how to contact an employer, health and safety, self-presentations and employer's expectations. Further parental guidance on work experience and work experience forms are also available on the school careers page.

Please note that placements need to meet approval criteria set out by the East Sussex County Council who carries out Health and Safety visits to placements on our behalf. These visits can often happen as late as 6 weeks prior to the start of the placement (i.e. 6 weeks before 12<sup>th</sup> July 2021). All placements **MUST** have Employer's Liability Insurance, otherwise you may risk that the placement may not be approved by ESCC. The Health and Safety visit cost is £14.50 and is paid for by the school. However, due to a recent price increase we are asking for a voluntary donation of £5 towards this cost which can be paid via ParentPay.

Any placement which is outside the boundaries of East Sussex and Brighton & Hove is subject to an out of area provider undertaking the Health and Safety checks on East Sussex County Council's behalf. Please note that this **will incur** additional charges and we may ask you to pay a standard fee £25 towards these checks.

What happens next?

- Find a suitable employer and asked them to complete the school's **Placement Details form** (attached to this letter)
- Complete and sign the school's **Consent form** and **Medical Information form** (also attached to this letter)
- Return all three forms to the school to Mrs Francis as soon as possible or **by Friday 29<sup>th</sup> January 2021** at the latest and make a voluntary donation if possible

In addition, you will also receive a parental agreement form detailing the risk assessment for the placement once it has been approved by East Sussex County Council. This form must be signed and returned to school before the placement begins.

Please note that forms submitted to us after the deadline may not be possible to process due to tight timescales. **Without all this paperwork and the subsequent health and safety approval granted by East Sussex County Council we will be unable to allow your child out of College and they will be required to attend school as normal during that week.**

We are aware that finding a placement in the current climate may be more challenging for students this year. If you need help or advice with the work experience process please email: [careers@claverham.org](mailto:careers@claverham.org) and we will endeavour to help as much as we can. You can also find this letter and forms on the College website on the following link: <https://sites.google.com/a/claverham.e-sussex.sch.uk/vle/home/careers/year-10/work-experience>

Many thanks for your attention to this matter.

Yours sincerely,



Mr D H Page  
Head of Careers Education

Encl: 1x Placement Details Form, 1x Students medical Information Form, 1x Consent Form  
1x Work Experience Guidance for Parents by East Sussex County Council  
1x Work Experience Guidance for Students by East Sussex County Council

## Work Experience Placement Details Form

### Student's details - To be completed by Student:

Student name		Date of birth	
School	Claverham Community College	Year/Tutor group	

### Details of Placement - To be completed by Employer:

Company name	
Contact name	
Address	
Postcode	Telephone
	Mobile
	Email
Nature of employers business	
Type of work student will be undertaking	

### Personal protective equipment required? YES/NO (mark as applicable)

*If Yes, please indicate by ticking the box who should provide which item:*

	SCHOOL	EMPLOYER		SCHOOL	EMPLOYER
Steel Toecap Boots			Safety Goggles		
Cotton Overall			Gloves		
Ear Defenders			Hard Hat		
Other (please specify)			Other (please specify)		

### Employer liability insurance – required for work experience

Issued by
Policy Number

### Period of school's placement week - Monday 12<sup>th</sup> July to Friday 16<sup>th</sup> July 2021

Please indicate day of required attendance	Monday	Tuesday	Wednesday	Thursday	Friday
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Please return this form by Friday 29.1.2021 to Mrs Francis, Claverham Community College, North Trade Road, Battle, East Sussex TN33 0HT or email to [careers@claverham.org](mailto:careers@claverham.org)

## Work Experience Students Medical Information

**For Employers:** In the event of an accident, please contact the student's parents/guardians/carers (see phone numbers below) and contact the school on 01424 772155 to speak to Mr Page, Head of Careers or Mrs Francis, Careers Coordinator.

### **Student's details - To be completed by Parent/Carer/Guardian:**

Student name		Date of birth	
School	Claverham Community College	Year/Tutor group	
My child has the following medical condition/disability/special needs:			
My child takes the following medication(s) on a regular basis:			
My child has the following allergies:			
My child has been immunised against tetanus:        YES / NO ( <i>delete as appropriate</i> )			
Date of immunisation, if known:			
Additional information/other factors that an employer will have to take into consideration when undertaking a risk assessment for my child's placement are:			
Doctor's name:		GP Surgery Contact number:	
GP Surgery address:			

### **Contact details in an emergency**

Name of parent/carer/guardian	Contact number
Name of parent/carer/guardian	Contact number

### **Parent/Carer/Guardian – please delete the following statements as appropriate and sign**

1. I confirm that my son/daughter does not suffer from any medical condition which could result in an unnecessary risk to their health or safety or the health and safety of another person.
2. I confirm that my son/daughter suffers from the medical conditions as stated on this form and this has been conveyed to the employer.
3. I confirm that my son/daughter will carry any medication and/or EpiPens at all times during the placement.
4. I agree for the information on this form to be shared with the employer.

**Print Name:**

**Signature:**

**Date:**

Please return this form by Friday 29.1.2021 to Mrs Francis, Claverham Community College, North Trade Road, Battle, East Sussex TN33 0HT or email to [careers@claverham.org](mailto:careers@claverham.org)

## **Work Experience Consent Form**

### **Student's details - To be completed by Parent/Carer/Guardian:**

Student name		Date of birth	
School	Claverham Community College	Year/Tutor group	

As parent/carer/guardian of the named student above I give my full permission for them to take part in the work experience scheme during the week 12<sup>th</sup> to 16<sup>th</sup> July 2021.

I further understand that my son/daughter will not be entitled to the benefits of National Insurance (Industries Injuries Act) in the event of an accident whilst on work experience. I understand that the employer has confirmed that they do have Employers Liability Insurance and that the young person will be a guest on their premises. I understand that my son/daughter should not expect payment for the week.

### **Contact details**

Name of parent/carer/guardian	Contact number
	Email
Name of parent/carer/guardian	Contact number
	Email

**Print Name:**

**Signature:**

**Date:**