



Mount Grace School
Committed to Excellence

14th October 2010

Dear Parents/Guardians

Work Experience 4-8th April 2011 – What Next?

Thank you for your continuing support for your child's work experience. During the next few months we will be beginning the process of matching our students to work placements.

There are two types of placement available:

- **Block Placements**, using existing work placements provided by the Hertfordshire Careers Service database, WebView;
- **Private Placements**, placements sourced by the pupil through relatives, friends or by contacting employers direct;

All the placements available through the Hertfordshire Careers Services are in Hertfordshire postcodes only. We attach to this letter a private placement form should you wish to take the opportunity to arrange your own work placement. Please note that once these forms are completed, they need to be returned to us **before** the end of the Autumn term on **16th December 2010**, as these placements will need to have health & safety checks and be vetted by Hertfordshire Careers Services.

If you are choosing to approach an employer outside of the Hertfordshire area it is very important that you get these forms to the school as soon as possible as the health & safety checks are undertaken by the local authority for that area and are outside our control. It is also important to note that should your child choose a placement outside of Hertfordshire it may not be possible for a member of staff to visit them during their work experience week.

During October we will be receiving from Herts Careers Services the login details and PINs for your child, and as soon as we have these we will be circulating them to the students in their careers education programme. We will also attach to these the student guidelines, to give you a step-by-step guide to using the Webview site and selecting placements. On the website there are also presentations available for parents and students to view online, and you can also download private placement forms directly from the website should you need to. Even if you have opted to arrange a private placement, your child will be allocated a login and PIN, and they can also look through the placements available and make selections from these should they wish.

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Headteacher: **Peter Baker**



Specialist Schools Trust
EXCELLENCE AND DIVERSITY

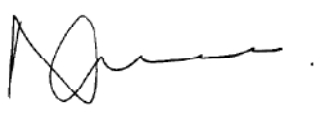
If your child does make selections from the website while they are looking for a private placement, please let us know so we don't go ahead and try to book their web selections until they are ready. We will send out a group email to inform you when we have passed the PINs to your child.

As part of the government scheme to synchronise the work experience system across the UK, we are now requested to give employers any information of medical/special needs relating to the student on the work experience placement that may be useful to the employer. Please find attached a Parental Consent Form, could you please read and sign the back and return to the school. This will be used for sharing any concerns you have with your son/daughters employer and we will be providing the employer with a copy of the front page of the consent form only.

We also attach a sheet showing the deadlines for the various stages of the booking process, this will be posted on the school website and updated on the site as necessary.

If you have any queries or need any extra forms or advice please don't hesitate to contact us on 01707 655512, ext 262 and we will do our best to help you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N Hone', followed by a vertical line and a period.

Ms N Hone
Director of Applied Learning

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Useful dates..

For Year 10

Date	Event	Information
14 th October 2010	Parents Information Evening	Information for parents on work experience. Forms for students to arrange their own placements will be handed out to those who have selected this option. Any further forms can be obtained from Mrs Wootten in A12.
Late October	Webview logins and PINs handed out to all students.	Students will be given a login and instructions on how to use the Webview database, please read this and keep it safe. You can now start logging in to the Webview system, looking at the block placement jobs available and making your selections. Remember to order your preferences and press “submit” when you are finished. You can make selections even if you are waiting to hear from a private placement, simply let us know that you would like us to hold your selections until your form arrives.
16 th December 2010	All completed Private Placement Forms to be returned to A12 for processing	If you are arranging your own placement, you must get the completed forms back to room A12 by this deadline, else it will not be possible for the Health & Safety checks to be completed in time. If these checks are not completed, it may not be possible for you to take up your private placement.
January – March	Health and Safety checks are undertaken for private placements.	As soon as your placement has been checked and cleared by Herts Careers Services, we will send out a student/parent agreement form for you to review and sign. This can take up to 13 weeks.
	Webview selections are allocated and paperwork continues to be processed	When you have finished making your Webview selections we will allocate students to placements. A student/parent agreement form will be sent home for you and your parents to review and sign.
April 4 th - April 8 th	Work Experience week for all Year 10!	Remember to complete your daily diary sheet in your Work Experience Journal!
April 2011	Feedback and Thank You!	We will be collecting the completed Work Experience Journals to collate some of the comments made by employers and parents. All employers would appreciate a thank you note...



Private Placement Form
To be returned to room A12 by 17/12/10



WORK EXPERIENCE REFERRAL REQUEST

To be completed when a Work Experience placement is arranged by student, parent, school, etc.

SCHOOL: Mount Grace School WORK EXP. DATE: 4th-8th April 2011
PROGRAMME TITLE: Year 10 Block

SECTION 1A: To be completed by the student/school in CAPITALS & BLACK INK (Please ensure employer knows the date(s) of Work Experience)			
STUDENT'S NAME:	D.O.B.	YEAR GROUP:	(at date of Work Exp.)
SECTION 1B: To be completed by the employer in CAPITALS & BLACK INK			
EMPLOYER/organisation:	Contact in company:		
Employer's address:	Contact's position:		
	Tel:	Fax:	
	Post-code:	Web/Email:	
Main business of company/organisation:			
Work Experience Job Title:			
Work Experience Activities:			
Is employer address where the work experience will take place? <input type="checkbox"/> if YES go to section 2 <input type="checkbox"/> if NO please give details below			

SECTION 2: To be completed by the EMPLOYER / ORGANISATION providing Work Experience	
Are you part of HCS Ltd (Herts Careers Services) Work Experience scheme?	
<input type="checkbox"/> YES If YES - then go straight to Section 3. <input type="checkbox"/> NO If NO - then please complete all of Sections 2 & 3.	
<ul style="list-style-type: none"> Employers offering Work Experience placements are required to be visited by a representative of HCS Ltd or an alternative approved agency to assess the suitability of the placement. The visit will cover insurances, Health & Safety, placement content and working practices in accordance with the Health & Safety Procurement Standards outlined by the DCFS (Dept of Children, Schools & Family). INSURANCE - Employers Liability insurance cover and Public Liability insurance cover are legal requirements for Work Experience. We regret we are unable to take up offers of Work Experience from organisations without such cover. I confirm I am happy to undergo a placement assessment visit <input type="checkbox"/> YES <input type="checkbox"/> NO (If No, placement will be failed and will not be able to go ahead) HCS Staff will endeavour to secure a visit but due to time constraints if after 5 attempts we have been unsuccessful, we will relay this back to the school/student to deal with 	
Name of your EMPLOYERS LIABILITY insurance provider: _____	
Policy no: _____	Expiry date: _____
Do you have valid PUBLIC LIABILITY insurance cover?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are your premises registered with either of the following?:	<input type="checkbox"/> Health & Safety Executive <input type="checkbox"/> Local authority
Do you have 5 or more employees (inc. Work Experience student)?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES (a): Do you have a written Health & Safety Policy and arrangements?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
(b): Do you have written Risk Assessments?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
(c): Do you have Young Persons Risk Assessments?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a "One-person business"?:	<input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION 3: Please confirm your offer of a Work Experience placement (a MANAGER or SUPERVISOR should sign below):	
For & on behalf of: (print company)	_____
Signed:	Position:
Print name:	Date:
Would you be happy to offer placements to other schools? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Please return the completed form to the Work Experience Co-ordinator at the school