



Headteacher
Debbie Smith B.Ed, NPQH

Sandhurst School

the opportunity to succeed

Owlsmoor Road, Owlsmoor, Sandhurst, Berkshire GU47 0SD

Tel: (01344)775678

Fax: (01344) 771575

Website: www.sandhurst.bracknell-forest.sch.uk

E.mail: admin@sandhurst.bracknell-forest.sch.uk

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Dear Parent

Ref: Work Experience

In the past 3 years we have seen many changes to the educational system, including major budget cuts across schools. The statutory duty for work-related learning has therefore changed quite significantly.

As a school we try to encourage and support as many opportunities as we can for our young people to develop and acquire the skills and qualities needed to be work ready. A large number of activities take place throughout the school year, from Year 7 through to Year 13.

With our young people in mind we continuously monitor the labour market and the changes in education to provide the best service possible.

As you are aware the raising of the participation age now expects young people to remain in education or employment with training until they are 18 years old. With this in mind, we carefully considered how this would affect the work experience programme.

Therefore, the decision was made, in 2014/15 to move work experience from Year 10 into Year 12. The programme is now directly linked to an individual's line of study to make work experience relevant to their course and future aspirations.

The benefits are evident, employers speak very highly of our students and it has helped Year 12 to make significant inroads with their studies by introducing theory to practice. It also further supports their future careers, demonstrating their potential to future employers or universities. Early indications show that the work experience week is a huge success with students. Students will be required to find their own placements, relevant to at least one of their fields of study. The deadline for all placements will be **Friday 9th February 2018** to ensure adequate time to complete risk assessments. No placement can take place without the relevant risk assessment taking place to ensure the welfare and safety of individuals in accordance with HSE guidance.

An application pack will be given to all students following a dedicated assembly later this term. The application form has three parts, part one to be completed by the student, part two by the company offering the placement and part three by the parent or guardian. Additionally, you will find the HSE guidelines for employers to read and sign and a Health & Safety document. Parents must be informed of any significant risks identified by the employer, likewise employer's need to be aware of any specific needs of individuals that could restrict their workload. All paperwork must be completed in full and returned to school by no later than the deadline outlined above.

Finally, there is a database of employers available to those students who are having difficulties in finding a suitable placement. However, it will remain the responsibility of the student to make contact. A template letter is available on our school website under Sixth Form Enrichment & Work Experience along with additional forms should they be required.

Should you have any further questions, please do not hesitate to contact me.

Yours sincerely

H Nicholls
Work-related Learning Coordinator



Would you prefer to receive your letters by Email? If so, please notify the school and provide us with your Email address