



Moor House School & College

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4th October 2023

Dear Parents and Carers,

Year 10 Work Experience (WEX)

We would like to inform you that the Year 10 students will be taking part in work experience between Monday 1st and Friday 5th July 2024.

WEX is an important and enjoyable part of the work-related learning curriculum, which all students will take part in. The students will gain considerable confidence from working in a new environment with new people. Work experience provides students with their first taste of work life and gives them the opportunity to explore possible future careers as well as promoting their independence in the wider world.

In order for students to take an active role in their local communities we would encourage you to seek work experience placements near to your home. Historically, many placements have led to part-time or holiday employment in their locality.

As a school we are available to provide advice and assistance during the work experience process. If necessary we can help locate possible placements if you are unable to find a suitable employer. These could be in your home town or close to Moor House School & College. However, we strongly encourage you to work with your child to find an opportunity close to home.

Once a placement has been secured, please complete the attached form with the details. Ideally this should be returned by 19th February. In this way, if you have been unable to secure a placement, the work-related learning team still have time to organise a work placement. A hard copy can be sent to school via reception or emailed to harrisonp@moorhouseschool.co.uk. Contact will then be made with the employer to obtain the relevant paperwork and ensure they are compliant with insurance, health and safety as well as safeguarding requirements.

If you have any questions please do not hesitate to contact me.

Yours sincerely,

Polly Harrison

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Learning Support Team Leader and Work-Related Learning Co-ordinator



Patron: HRH The Duchess of Edinburgh GCVO



Useful Information

How to find a placement:

- Use your local knowledge of the area to select organisations
- Make use of your local network, friends, family, colleagues, churches and community centres- Tell them that work experience is part of your child's school curriculum.
- Choose opportunities that your child feels interested in and comfortable with.

Face to Face Contact:

- Visit potential employers and speak with staff - face to face. If going into a shop or business, choose a time when the organisation is not busy.
- More people seem willing to help when it becomes personal.
- You must feel comfortable with where your child is working, so talking with staff is a way to get a feel of the organisation.

Go prepared:

- Be prepared to give some information about Moor House School & College
- If requested, Moor House School & College can provide you with a letter, which provides information about how a potential employer can best support your child during their work experience.

External Approaches via Email or Post

- Treat the email/ letter as a formal introduction/cover letter
- Be clear in what you are asking for and the dates needed

Requirements

- All placements must be willing to provide evidence of their employers and public liability insurance, follow health and safety policies and be willing to comply with MHSCs safeguarding policy
- All placements must be willing to risk assess their premises with regard to work experience placements



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Work Experience Placement Information

Student's name: _____

Company name: _____

Name of contact within company: _____

Address: _____

Telephone: _____

Email: _____

Please return to Moor House School & College by 19th February 2023.

Date received: _____



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