



September 2020

Dear Parents and Carers of Year 10 students,

WORK EXPERIENCE WEEK 28TH JUNE – 2ND JULY 2021

As we come back to school I am looking towards next summer and work experience for Year 10 students at King's Academy Ringmer.

Work experience is a fantastic way for students to find out about the world of work. They can make links with an employer and find out how to embark on their chosen career, or equally usefully find out that the job they thought they wanted is not actually for them! They can learn the skills of getting themselves to the workplace, meeting new people and learning new routines and gain a reference for their College applications. For these reasons all students in the UK are now required to have a meaningful encounter with an employer in their school career.

East Sussex County Council runs a service which matches students with workplaces and carries out all the Health and Safety checks that are required by law. We are asking parents for a contribution of £48.50 to cover these costs.

Some of the most interesting placements this year occurred when the students arranged their own placement. This could be with a relative or family friend or with a company in which they want to work. If that is the case, could you please help them to research options and, most importantly, get written confirmation from the employer that this has been agreed. **They will need this information by the fortnight beginning 5th October 2020.** Health and Safety checks will be carried out by East Sussex County Council.

Own placements will still need to be visited for Health and Safety checks and will still incur a cost.

Frequently asked questions

1. What type of work can students do?

There are very few occupational placements that are prohibited to a student. In some cases, legislation imposes restrictions on the type of work students can do – these are designed to protect students from occupations which may be unsuitable or harmful. Due to a student's age or inexperience some tasks may only be carried out under supervision or be observation only. The emphasis, however, is always on trying to provide an interesting and well-balanced placement.

2. How much are students paid on work placements?

Nothing – they MUST NOT be paid. It is part of their education.

3. What hours can a student work?

Students should not work for more than 5 days in any consecutive 7-day period and they should not work more than a standard 8-hour day or 40 hours in a week. They should not work during anti-social hours.

4. Are there particular health and safety considerations?

In the workplace, the primary duty relating to the Health and Safety at Work Act (1974) rests with the employer. The Health and Safety (Training for Employment) Regulations 1990 extended the meaning of the term 'employee' to include students on work experience. It is the duty of students as any other employee to take reasonable care for their health and safety and

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that of anyone else in the workplace. In addition, the Health and Safety (Young Persons) Regulations 1999 require the employer to take out a risk assessment before students start the placement. This should take account of the students' inexperience and possible lack of awareness of potential hazards and ensures that measures are in place to safeguard them. These risk assessments will be signed by the students, parents and employers. Whilst on a placement it is essential that there is an induction and a health and safety briefing for the student.

5. What insurance cover is required?

All employers MUST have Employer's Liability Insurance in place

If students are NOT finding their own placement they can find one on the East Sussex County Council database during their next PSHE lesson.

As mentioned earlier the cost of the Work Experience is £48.50 per student. We will be collecting parental consent and payments online. We are giving parents the option to either pay in full or to use the payment plan option as detailed below

Amount	Due date
Deposit - £20.00	30 th September 2020
1 st payment - £14.25	30 th October 2020
Final payment - £14.25	30 th November 2020

To make your payment and give consent, please log on to ParentPay <https://www.parentpay.com/> and choose the service called **Work Experience 2021**. You will be unable to complete the transaction until you have clicked on the 'consent' box.

Yours faithfully,

Ms Natalie Moorhouse
Head of Humanities and Careers

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