



**Rossett School**

Success for everyone

14 January 2019

Dear Parents, Carers and Students

### **Year 12 Work Experience – Monday 24-Friday 28 June 2019**

In June 2019, all Year 12 students will participate in one week's work experience to develop their understanding of the world of work and their employability skills. This will be facilitated by school working in partnership with NYBEP (North Yorkshire Business and Enterprise Partnership). There are many benefits for students undertaking work experience:

- Enabling students to find placements that are related to their future career/university choice;
- Gaining a real insight into their chosen field;
- Improving their self-confidence and maturity;
- Developing their employability skills.

The dates for the placement are **Monday 24 June to Friday 28 June 2019** and we see this as an invaluable opportunity for students and we trust they will take full advantage of it. To enable the scheme to proceed students will need to seek their own placements. The placement may be found through personal contacts or by students writing to work places or companies that interest them. Students will also be given a generic username and password to use NYBEP's database of employers. **We would stress that students must act promptly as other schools in the local area will also be looking for placements for June 2019.**

Due to legislation, all places of work have to be inspected by North Yorkshire Health and Safety officials to ensure their suitability for students. This is carried out for Rossett School by NYBEP and all places must be approved before students are allowed to complete their work experience. In order to have access to the NYBEP database and complete all administration and health and safety checks there is a cost of £32.00.

To secure your child's placement please use the online payment system [www.scopay.com/rossettschool](http://www.scopay.com/rossettschool) or forward cash or cheque for this amount to the Finance Office. Any family facing financial hardship should contact Miss Higgins in confidence via [phiggins@rossettschool.co.uk](mailto:phiggins@rossettschool.co.uk).

This payment applies to all students regardless of the location of their placement, however we would advise students to limit their placement to within Harrogate, Leeds or York areas, as placements outside of these areas cannot be approved by NYBEP and parents should be aware that applying for a placement outside the county will incur an additional charge of between £12 and £60 to cover further Health and Safety checks. Any student wishing to go on work experience outside of the county must see Miss Higgins in advance and it is essential that placements out of county are arranged as soon as possible. If a student intends to go out of the county for their placement then parents will be contacted in advance to approve the additional cost for Health and Safety inspections.

[www.rossettschool.co.uk](http://www.rossettschool.co.uk)

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[office@rossettschool.co.uk](mailto:office@rossettschool.co.uk)

NYBEP requires all placements to be arranged at least 3 months before the start date to enable Health and Safety checks to be completed. Therefore, students must return their paperwork to school by **Monday 18 February 2019 in order for their paperwork to be processed in time to request the relevant Health and Safety checks to be completed.** Parents and students should be aware that placements not secured by this date and paperwork returned to school after this date cannot be guaranteed to be passed for Health and Safety checks and may not be approved. Students will be made aware of this very important deadline and we appreciate your support in ensuring that your child has organised their placement before this deadline.

There are a number of forms and procedures which have to be completed before a student can attend their work experience placement so it is very important that these are completed fully by the correct person otherwise they cannot be accepted. At this stage, the **Student Work Experience Form** (attached) is the most important document which should be completed as soon as a student has secured their placement. This form also contains a section for parents/carers and employers to complete and should be returned to **Ms Higgins (Sixth Form Centre) by Friday 22 February.** Final paperwork will then be completed during the summer term by students, parents/carers and the employer.

We hope that all of the above will help students to find a valuable work experience placement and ask you to please contact school should you have any questions or require any further information.

Yours sincerely



Mr Foley  
Director of Sixth Form

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**Year 12 Work Experience – Monday 24-Friday 28 June 2019**

Student name: \_\_\_\_\_ Form: \_\_\_\_\_

I enclose cash/cheque for £32 to cover administration costs and health and safety checks in relation to Year 12 Work Experience.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_