



Rossett School

Success for everyone

26 January 2022

Dear Parent/Carer

Year 12 Work Experience – Monday 20 – Friday 24 June 2022

In June 2022 all Year 12 students will participate in one week's work experience. This provides an excellent opportunity for students to gain an insight into the world of work, develop important skills and boost confidence. Whilst we understand that students may wish to work in an area that interests them, it is not always important that the placement exactly mirrors their career aspirations. Employers often refer to the transferable skills that young people need to develop; therefore, it is important to consider the type of working environment and the skills they wish to develop such as communication skills, the ability to work in a team, motivation and improving their confidence.

To enable the scheme to proceed students will need to seek their own placement. The placement may be found through personal contacts or by students writing to workplaces or companies that interest them. Once a student has found their placement, the Agreement/Consent Form (included in this pack) should be completed and signed by the student, a parent/carers and the employer - without this, students will not be able to start their placement.

Due to legislation, all places of work must be inspected by North Yorkshire Health & Safety officials to ensure their suitability for students. The administration cost of the risk assessment for your child's placement is £32. Payments should be made to the Finance Office online via SCOPAY. Please note that once a student has agreed to take part in work experience all monies are non-refundable.

Upon completion of the Agreement/Consent Form, NYBEP (an education Business Partnership covering Yorkshire, Humber and the North East) will then contact all employers and complete the relevant H&S visits and Young Person's Risk Assessments prior to the students commencing their placements. For this to be carried out, please make sure forms are returned to school and payment is made by the **deadline date of Monday 28 February 2022**.

Things to consider;

- Before handing in the Agreement/Consent form please feel free to make a copy so you have all important details such as employer contact details, working hours, dress code etc. Please make particular note of the start and finish times - where these are out of school hours, or if a student finishes early (i.e. during the normal school day), parent/carers are expected to take responsibility for getting the student to/from the placement.
- We advise all students to contact their employer again prior to their placement start date to confirm everything is still in place.
- All students will be issued with a 'Work Experience Journal' prior to starting their placement. Please could you encourage them to complete their journal during the placement rather than trying to fill it in at the end.
- If a student is unwell, they must inform both their employer and school. Each student should be contacted by a member of school staff during their placement. If there are any issues or concerns during their placement, you should contact the school.

www.rossettschool.co.uk

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Finally, thank you for your support in preparing your child for work experience. It is an excellent opportunity to shape a young person's perception of the world of work.

Yours Sincerely

A handwritten signature in black ink, appearing to be 'Mr Durbin', with a long horizontal flourish extending to the right.

Mr Durbin
Work Experience Coordinator

<https://nybep.work-experience.co.uk>

Log in username & password – RossettSchool2022

Try logging in to our Work Experience Online Resource for more tips:

<https://padlet.com/NYBEP/74s0nlncsc4v7ut8> - Click on the Students Page and input the password:
WEXsuccess3119

