



HEADLANDS SCHOOL
SINCE 1965

Headlands School,
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Headteacher: Mrs Sarah Bone

8 March 2021

Dear Parent / Carer

Re: Year 10 Work Experience - 2021

During the week commencing 28 June 2021 we are still offering students the opportunity to take part in Work Experience. This will ideally be face to face e.g. students physically going to work at a placement for the week but if this is not possible, we do have a virtual offer available. Although the virtual offer will be effective, it cannot replace the experience of a real life placement.

The School works alongside E2W - (Education to Work) to endeavour to provide our students with the prospect of gaining safe and meaningful Work Experience in their chosen area of interest.

I am sure that you will appreciate that placements are limited, even more so due to the pandemic, and it is not always possible to meet the exact requirements of your son/daughter, therefore we still encourage students to find a placement of their own. Please find attached a Self-Found Placement Form should you need another one.

Please be aware that all work placements MUST have Employers' Liability Insurance and have to be checked for Health and Safety reasons to ensure they meet the requirements of the School and E2W; this can be a lengthy process. Therefore, usually Self-Found Placement forms must be received by E2W at least 13 working weeks (excluding any holiday periods) before the commencement of the Work Experience week, as this process does involve a visit to the Employer, however due to current circumstances E2W have agreed to push through, as far as reasonably possible, as many placements as they can.

It is essential that your son/daughter returns their completed Self-Found form to the Main School Reception as soon as possible in order for this process to commence.

Work Experience helps prepare students for the transition from School to the workplace and enables them to gain a wider understanding of the industrial and commercial world. As a result of this experience, students have the opportunity to develop interpersonal and social skills. Many also increase their self-confidence, independence and develop an awareness of their own potential. As a working environment cannot be replicated in the classroom this opportunity, we feel, provides the students with a very valuable experience.

Due to the ongoing Covid-19 situation, we have extended the deadline for the Self-Found Placements to be returned.

Please ensure that the Self-Found Placement form is returned to Mrs C Dixon at the Main School Reception by Tuesday 4 May 2021 at the latest.

Yours sincerely

Mr D Stamper
Assistant HeadEnc.

:PRIDE :ASPIRE :RESPECT

