



25 November 2022

Dear Parent/Carer

As you will be aware all year 12 students have a Work Experience Week from Monday 3 July – Friday 7 July 2023. This is an important opportunity where students can acquire useful skills and knowledge about an area of work that they are interested in.

During PSHE sessions, students have been working on their career plans, CVs, letters of application and planning for the next phase of their lives once they leave Sixth Form. The Work Experience Week is an opportunity to further explore the career paths available.

Students have been briefed about what they are required to do, (please see the attached presentation). They have been asked to begin to find a relevant Work Experience Placement and to complete the OP1 Form, which details the address and insurance details of the employer. The final deadline for handing in the completed OP1 Form, is Monday 20 February. However, it is important that students hand in their completed form as early as possible, so that we can then ensure that all of the relevant Health and Safety checks have taken place, (these can take up to four months). Once this has happened a contract will be issued which needs to be signed by you, your child and the employer before the placement can commence.

Students are encouraged to choose a placement that they feel they will learn from or develop new skills for the future. I strongly suggest that placements are not arranged somewhere the student may already be employed.

We strongly advise pupils to arrange their placement within the Leeds and Bradford area. By doing so we have the assurance that all Health and Safety checks are completed by local authority approved assessors (who are all minimum NEBOSH certified). We are unable to provide the same guarantee to placements arranged outside of the area.

Further details about the Work Experience Programme can be found in the attached presentation, along with a copy of the OP1 Form. This presentation and form have also been e-mailed to students.

Please encourage your child to contact potential Work Experience employers and not to be put off if they are rejected by their first choice of placement.

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

Yours sincerely

Stuart Gadd  
**Assistant Headteacher**  
**Director of KS5**

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