



# Nether Stowe School

**Headteacher: Glyn Langston-Jones**

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March 2022

Dear Parents/Carers

## **Introducing Work Experience Week for Year 12 Students 4<sup>th</sup> July – 8<sup>th</sup> July 2022**

Work experience is a valuable opportunity in helping our students to prepare for the world of work, giving them a taste of a potential career and most importantly for the student, to gain the independent skills of searching for a job, contacting an employer, and fulfilling a role within an organisation. The aim of the scheme is to give students the opportunity to gain work experience in the area closest to the course they are studying or the area of employment they are interested in. For UCAS a relevant work experience is a vital component of a successful personal statement.

It is a legal requirement for the school to independently health and safety check each placement. I am sure you will appreciate this process takes a significant amount of time and we want to ensure that if there are any problems, students can find a satisfactory alternative placement. The school uses a specialist support service to carry out health and safety checks and a representative from this service has delivered a presentation and provided support on the use and value of their database for work placements on **Friday 18<sup>th</sup> March**. The school values your support in encouraging your son/daughter to make arrangements as soon as possible following this presentation. The deadline for submission of paperwork will be **Monday 23<sup>rd</sup> May 2022** in preparation for the commencement of their placement during **the week 4<sup>th</sup> to 8<sup>th</sup> July, 2022**.

Students will have the ability to access a work experience database run by Work Experience Support Services. The placements on this database have been visited by the company and are willing for any student to contact them regarding a work experience placement.

Other schools within the locality are using this database and so employers will be receiving calls from a number of students, sometimes this may mean that they are not willing to take more than one student per academic year.

Once the student has found a placement that they would like to attend for their work experience week they will be able to print out the employer details. They should then either contact the employer by phone or email asking whether they would be able to take them for their work experience for the designated week. Once students receive a verbal or written agreement it is essential that students complete the Work Experience Data Form which requires parental consent for them to attend the work placement, collect this form from Mrs Bulpitt.

Students should consider how they will travel to and from their work experience when choosing their placement. The database has a very useful link to a map, which allows students to research bus and train routes.

**Email: [office@netherstowe.com](mailto:office@netherstowe.com) Website: [www.netherstowe.com](http://www.netherstowe.com) Twitter: [@netherstowe](https://twitter.com/netherstowe)**





In order for our students to complete a meaningful placement we would also like to give them the opportunity to use personal contacts or independently approach employers in a field of work which appeals to them. Work Experience Support Services will then contact the employer and arrange to do a health and safety check. If the placement is considered to be 'out of area' this may incur an extra cost which unfortunately will have to be passed on to parents (this would probably be in the region of £25 - £60 depending on where it is). If placements are unable to be visited because of distance or any other reason and you would still like your son/daughter to spend the week there please could you send a letter along with the Work Experience Data Form stating that you give your permission and take full responsibility for your child's safety both for travelling arrangements and whilst at their placement, as they will not be covered by the school's insurance policy.

Outlined below are the instructions and log in information for accessing the Work Experience Support Services website for any students who have not already done this due to being absent from the presentation.

We wish you every success.

Yours faithfully,

*H Riley*

**Miss H Riley**  
**Head of Sixth Form**

Work Experience Support Services Database Log on details:  
<https://www.workexperiencesupport.co.uk/>

Firstly, if you missed the presentation for any reason, you need to collect your password from Mrs Bulpitt. On the website home page, click on Login and enter your details. Should you experience any difficulties with this, please speak to Mrs Bulpitt.

You can browse by category (occupational area), you can put in postcodes of areas you are prepared to travel to, you can even search directly for a firm/employer you might be interested in (check the spelling). Once you have found a place you think you might like to go to print out the details and then either phone or email the company or go in person if local. Remember to be polite and clear, I suggest you write down what you want to say (remember to give them the correct dates) if you are phoning, or get someone at home or school to check your email before you send it.

### **Important note**

The sooner you do this the better the placement you will get. If you are worried about anything or need help in anyway come and see either Mrs Bulpitt or Miss Riley.

**Email: [office@netherstowe.com](mailto:office@netherstowe.com) Website: [www.netherstowe.com](http://www.netherstowe.com) Twitter: @netherstowe**

