

The Knights Templar School

Headteacher:
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YEAR 10 WORK EXPERIENCE JULY 16th – JULY 20th 2018



To all Year 10 Students and Parents/Carers,

As you are aware, all Year 10 students participate in five days of unpaid work experience during the week of **Monday July 16th to Friday July 20th 2018**. During this week, there will be no Year 10 lessons. Students must attend work experience each day of the week, except in exceptional circumstances, which will be pre-arranged with the employer.

Work Experience is organised by Youth Connexions in conjunction with The Knights Templar School.

Students can receive placements for their work experience in two ways:

Students and their families can organise their own work experience, using family, friends or other contacts. In these instances, prospective employers must fill in an **Own Placement Work Experience Form**. Employers must understand that if they have already offered a place during this week to Youth Connexions, any private offer is in addition to this unless Mrs. Gunnell or Mr. Breadmore are informed otherwise. It is essential that employers have *Employers Liability Insurance Cover* and they will need to agree to undergo a Health and Safety Assessment carried out by Youth Connexions or the relevant body in their County. Completed forms should be returned to their form tutor, due to this reason, these forms should be completed as soon as possible in order to ensure that health and safety checks are completed on time. We cannot accept 'own placements' after **Friday December 15th 2017**. The school highly recommends that students, where possible, try to organise their own placement as these are often seen to be the most valuable type of placement.

Alternatively, students can use the **online placement booking system, Link 2+**. This will become available in March 2018. Students will be provided with a personal pin number and will need to choose five different work experience options. Students will be instructed how to use this during registration. Although it is not always possible to accommodate student preferences, students will be found a suitable placement. Students will need to contact employers before starting their placement and they will be required to visit their place of employment before the start of their placement for an introduction interview. Parents will be required to sign the consent form before they start work and return it by December 15th with payment.

Parents are requested to pay a contribution of the following amount:

- For a Private or Youth Connexions placement within a 5 mile radius of Baldock: £25.00
- For a Private placement outside of our local area: £40.00

This contribution helps to cover the cost of essential Health and Safety checks and the administration of the work experience placement. Our preferred payment method is via Wisepay.

Should you have any concerns or questions, please contact Mrs. Gunnell or Mr Breadmore via email:
wex@ktemplar.herts.sch.uk

Yours sincerely,

Mrs. A Gunnell & Mr. M Breadmore
Work Experience Coordinators

A company registered in England & Wales No. 07552786
Registered Office: Park Street, Baldock, Herts SG7 6DZ



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Please return by Friday 15th December 2017 to Top Office/Finance

I consent to(Name and Surname) in Form..... attending Work Experience.

Payment is £25.00 per placement and £40.00 outside of a 5 mile radius of The Knights Templar school.

I/We have paid via Wisepay

I/We enclose a cheque

Signed:

Printed: