

TIBSHELF COMMUNITY SCHOOL



Headteacher: Lucie Wainwright

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September 2022

Dear Parent/Carer,

RE: 'Work Experience - A Taste of Work' – Week Commencing 17th – 21st July 2023

As a school, we are committed to making the project 'A Taste of Work' of great educational value to the young people privileged to participate. We feel the experience not only contributes to their preparation for adult and working life, but also as a means to motivating them to sustain their efforts with their school work.

The major principle of the scheme is to give each student an insight into the 'World of Work' with particular emphasis on the working environment and involves a one week work placement commencing the 17th July 2023.

Your son/daughter will need to find their own placement by Friday 26th May 2023 and have shared the details with school using the form attached, along with proof that a placement has been offered, in order for the health and safety checks to be completed and the placement to be processed. Whilst at their placement, they will have a journal to record details and events which can serve as an invaluable addition to their CV. Each placement writes a reference for the student attending which can also be used to support future applications.

Students will be supported in school to find a suitable placement. A database of approved employers can be found at <https://derbyshire.work-experience.co.uk/> and login details will be emailed to students' school email address. Further support material and guidance around work experience can be found on our [school website](#).

All placements have to be Health and Safety checked and are required to have appropriate insurance cover. In respect of this, parent/carers are now required to sign for their son/daughter's participation in the work experience process and sign the placement's job description and risk assessment. Students will not be allowed to attend any placement without full completion of all parts of the process.

If you have any queries/questions or if there are any problems/situations we should be aware of please do not hesitate to contact myself or Mrs Lee in reception on the above telephone number or e mail workexperience@tibshelf.derbyshire.sch.uk.

Yours sincerely

Mr R Penford

Head of Personal Development



'A TASTE OF WORK'

Please provide the details of the placement that you have organised below to enable us to complete the necessary checks via Derbyshire County Council. Once the placement has been accepted you will be sent further forms and documentation to sign and finalise the placement. *PLEASE USE BLOCK CAPITALS.*

Student Detail				
Name of Student:			Tutor Group:	
Company Details				
Name of Company:				
Company Address:				
				Post Code:
Name of contact:			Tel No:	
Email address:				
Please tick to verify that you have checked the employer has the below:				
Employer Liability <input type="checkbox"/>		Public Liability <input type="checkbox"/>		
Policy No:		Policy No:		
Expiry Date:		Expiry Date:		
Placement Details				
Pupil Job title(s):				
Duties involved:				
Placement Dates (tick as appropriate):				
Mon - 17/07/2023	Tue - 18/07/2023	Wed - 19/07/2023	Thu - 20/07/2023	Fri - 21/07/2023
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of the offer of a work experience placement is attached to this form: <input type="checkbox"/>				
Permissions				
I give permission for my child to complete the above work placement and for the school to enter my child's basic details into the Derbyshire County Council online system for collating and checking work placement details:				
			_____ Parent/Carer signature	
I give permission for the school to enter my basic details into the Derbyshire county council online system for collating and checking work placement details:				
			_____ Student signature	

Office Use Only	Date received: _____
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