

# BEAMINSTER SCHOOL

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September 2022

Dear Parents and Carers

## **YEAR 10 WORK EXPERIENCE 2023 Key Information and Timeline for Parents and Students**

Beaminster School's Work Experience programme relies heavily on good communication and organisation. To help plan a successful Work Experience placement for students this information outlines what needs to be completed during the year, including key dates and deadlines to be aware of.

### **October 2022**

The Introduction to GCSEs and Work Experience evening gives parents/carers and students key information about how to be best prepared for GCSEs, and launches our Year 10 Work Experience programme. I will be available on the night to answer any questions you may have.

### **November 2022 to February 2023**

Students need to decide where they would like to go for their Work Experience and then contact the business either by email, phone or letter and ask if they will be happy to take a Work Experience student. If you or the student have any questions about what to write in a letter we can provide some previously used examples.

Once a business has agreed to take the student, a **Health Declaration** form and **Work Placement** form will need to be completed and signed by a parent/carers as well as the student. The forms then need to be taken or posted to the employer to be signed by them, and the forms must then be returned to the school so that appropriate Health and Safety checks can be made.

Employers in the immediate Beaminster area do book up quickly so we strongly recommend that students get their placements locked in as soon as possible to ensure they are able to go to their first choice.

Should a student wish to go to London, or elsewhere out of the immediate area, their signed forms must be returned to school as soon as possible to ensure that the placement is locked in and allow time for all the necessary checks to be carried out.

Work Experience is always an exciting and hugely rewarding experience for our students, and they will have time on the Stop the Clock day in November to investigate employers and/or complete required paperwork.

We are here to advise and support students through the process if needed and to help them find placements. Should you have any questions regarding Work Experience, please do feel free to contact either me or Mrs Baker.

Yours faithfully



Mr K Donovan  
Work Experience Co-ordinator

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## YEAR 10 WORK EXPERIENCE MAY 2023

### Key Dates and Information for 2023

- Year 10 Work Experience runs from **Monday 1<sup>st</sup> May to Friday 12<sup>th</sup> May 2023**
- Monday 1<sup>st</sup> May (the first day of Work Experience fortnight) is a Bank Holiday. Many employers will work as normal on that day and may expect students to attend their work placement. Please bear this in mind when making arrangements, and students will need to check with the employer whether or not they are required to attend on this day.
- Students who are ill or cannot attend their placement for any reason must contact their employer **as early as possible** to let them know and to also advise the school:
  - Contact the employer direct as early as possible if not able to attend placement **and**
  - Call the school 01308 862633.

### KEY DATES

All required paperwork **MUST** be completed and returned before the dates shown below:

- **London placements**                      **Friday 6<sup>th</sup> January 2023**
- **Outside the local area**                **Friday 20<sup>th</sup> January 2023**
- **Local placements (within Dorset, Devon, Somerset and Wiltshire)**  
**Friday 24<sup>th</sup> February 2023**

- Please be aware that any late placements (after deadlines) may incur a charge.

Should any problems arise, please contact Mr Donovan or Mrs Baker at the school as soon as possible for help and support.