

BEAMINSTER SCHOOL

BEAMINSTER
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Ambition • Service • Kindness

HEADTEACHER
MR K HALES NPQH

DEPUTY HEADS
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November 2023

Dear Parents and Carers

YEAR 10 WORK EXPERIENCE 2024 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 letter outlines what needs to be completed during the year, including key dates and deadlines to be aware of.

October 2023

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.

November 2023 to February 2024

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 to 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 the 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 must be completed and signed by a parent/carer as well as the student. The forms then go to the employer to be signed, and are then returned to school so that all the appropriate Health and Safety checks can be made.

Should a student wish to go to London, or anywhere else outside 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 enough time for all the necessary checks to be carried out.

Please be aware that employers in the immediate Beaminster area do book up quickly, so we strongly recommend that **all** students get their placements locked in as soon as possible to ensure they are able to go to their first choice. We have set aside a dedicated hour to help students in each tutor group understand how their Work Experience will run and what they should be doing, and the timings for this are as follows:

- 10M Monday 4th December period 2 in CO2
- 10W Thursday 7th December period 4 in CO2
- 10L Friday 15th December period 3 in CO2
- 10P Thursday 4th January period 4 in CO2
- 10E Monday 8th January period 4 in CO2

Work Experience is always an exciting and hugely rewarding experience for our students and we are here to advise, help and support them find placements and guide them through the process if needed. Should you have any questions regarding Work Experience, please do feel free to contact either me or Mrs Van Niekerk.

Yours faithfully

Mr K Donovan
Work Experience Co-ordinator
KDonovan@beaminster.dorset.sch.uk
Lvanniekerk@beaminster.dorset.sch.uk

YEAR 10 WORK EXPERIENCE MAY 2024

Key Dates and Information for 2024

- Year 10 Work Experience runs from **Monday 6th May to Friday 17th May 2024**
- Please note that Monday 6th May (the first day of Work Experience fortnight) is a **Bank Holiday**. Many employers will work as normal on that day and so may expect students to attend their work placement. 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.
- Students must also call the school 01308 862633 to let them know if they cannot attend placement.

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

- **London placements** **Friday 5th January 2024**
- **Outside the local area** **Friday 19th January 2024**
- **Local placements** **Friday 23rd February 2024**
(i.e. within Dorset, Devon, Somerset and Wiltshire)

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

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

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