

18 November 2024

Dear Employer,

Toynbee Work Experience 30<sup>th</sup> June - 4<sup>th</sup> July 2025 programme

Many thanks for agreeing to take one of our pupils for their work experience placement. We find this to be an excellent opportunity for them to be able to get insight into the world of work. In previous years our pupils have found this to be a very rewarding opportunity that builds their confidence, teamwork, and communication skills. Please find details below regarding the work experience week.

As a school we encourage our pupils to find work experience placements, so they have been proactive in looking for themselves, with the help of relatives and friends.

All pupils will be required to keep a journal of their week, making a note of the key skills they have used and the tasks they have undertaken. Pupils will have a booklet with them for when they start their work experience.

We have sent a letter out to all parents & carers of our pupils in year 10 and once pupils have found a placement, we are asking that parents & carers complete an online form that gives us details of their chosen Employers. Once we have this information, we will send an email to the employer offering work experience to request that they provide us with details of the placement so we can run through the employer checks prior to work experience placement.

All employers who can offer a work experience placement must have up to date Employer liability insurance in place. We also need to make you aware that the Independent Safeguarding Authority (ISA) exists to help prevent unsuitable people from working with children. Work experience arrangements are not currently subject to registration with the ISA and therefore do not require employees to have a DBS checks\*, however we need to make you aware as employers that it is an offence for any employer to knowingly allow someone barred from working with vulnerable groups to manage a work experience placement. (\*DBS checks are required for lone working with pupils if you are not a direct relative). We also ask that you provide pupils with meaningful work whilst they are on placement with you and to ensure that our pupil is given an effective Health and Safety induction before starting work and will receive appropriate instruction and supervision during the period of work experience.

During the week of work experience you will be contacted either by phone or a pre-arranged visit will be arranged for us to contact you to check that the pupil placement is going well.

If there are any issues during the work experience placement week, we ask that you contact the school on either the school phone number or email me.

Once again, thank you for supporting our pupils and I hope the week is of benefit to both your company and the pupil. If you have any further queries, please contact me to discuss.

Telephone Contact – 02380 269026

E-mail contact - [J.shaw@toynbee.hants.sch.uk](mailto:J.shaw@toynbee.hants.sch.uk)

Kind regards,

Mrs J Shaw

Head of Careers