



July 2017

Dear parents,

Arrangements for Year 11 Work Experience - 5th to 9th February 2018

I would like to outline the arrangements for the Year 11 work experience opportunity which is offered to all year 11 pupils. The work experience week will take place the week before the February half-term in 2018.

As a school, we remain committed to the importance of work experience and feel strongly that this is a valuable and relevant opportunity for our pupils. In our experience the whole process of pupils having to engage with employers and the opportunity of doing a week's work in the 'real world' builds pupils' confidence and self-esteem which in turn can help pupils in preparing for their summer GCSE exams. Previous pupils have appreciated the opportunity to undertake a week in the workplace which can give valuable insights into future possible careers and may offer useful contacts for the future. Placements have also sometimes led to offers of casual employment or future apprenticeships.

In February 2014, we were put in a position of having to manage work experience in house for the first time, as in previous years we had employed external agencies to assist with the process, but unfortunately they went into administration part way through the process.

Unlike some other schools, we have therefore made the decision to continue to offer the opportunity of work experience to pupils and to carry out the administration of the process ourselves.

Work experience is not specifically funded by government. Our proposal to again manage work experience ourselves will include ensuring that the required Health and Safety checks are completed. There is a legal responsibility on the school for pupils on work experience, and so it is essential that the necessary Health and Safety checks are conducted. Higher risk placements will require an industry specific health and safety check, and we will need to approach this on a case by case basis, but will endeavour to do our best to facilitate these placements.

As a guide for parents, Surrey County Council's occupational risk banding for high risk occupations can include agriculture, animal nursing, catering, chemical products, engineering, equestrian, fishing, forestry, horticulture, manufacturing, outdoor pursuits, motor vehicle repair, and construction.

In the current financial climate for schools, costs place a real pressure upon budgets. After discussions with Governors, it was felt appropriate to ask parents to make a voluntary contribution of £20 towards the costs of work experience for all placements. The £20 is towards the administration costs involved in organising the work experience placement.



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Each placement generates administrative paperwork, telephone calls and also requires a placement check/risk assessment to be conducted which ensures that the placement is safe and adheres to all the Health and Safety legal requirements. This process is essential before a pupil's placement can be authorised by the School. However, we do not differentiate between in-Surrey and out of Surrey placements and this figure of £20 will be the same for all locations.

The process for work experience is as follows:

1. Pupils attend an introductory assembly
2. All pupils will be given a Pupil Form and an Employer Form
(the Pupil form is attached to this letter - please complete and return to school asap).
3. The work experience Pupil form, the Employer form, the Employer's Liability Insurance Certificate (a copy is sufficient) and the payment must be returned to school by Friday 3rd November 2017.
4. The school's Work Experience Co-ordinator's secretary, Mrs Ayling, then completes the administration and all necessary pre-placement checks.
5. The pupil then receives confirmed details for the work experience placement.
6. The employer will be sent a pack confirming the placement details, further Health and Safety guidance and an Employer Report which they complete at the end of the placement and return to the pupil or directly to the school.

Whilst I appreciate that the work experience week is some time away, the summer holiday is a good time to begin to consider preferences for work experience and I would encourage you to discuss this with your son/daughter. It may also be the case that some of you will have links through family or business connections with people or organisations that may be able to provide work experience for your son/daughter.

If you have any queries regarding work experience, please contact Mr Panting for overall questions and Mr Vivian or Mrs Ayling (ayling.helen@ashcombe.surrey.sch.uk) at school.

Yours sincerely,



Mr C. G. Panting
Deputy Head