

17<sup>th</sup> November 2023

Dear Parent/Carer

### **Year 10 Work Experience**

Following on from Mr MacDonald's letter of 14<sup>th</sup> November 2023 regarding Year 10 Work Experience, we are now able to update you in response to questions about all Year 10's work-based placements.

1. We are asking parent/carers and students to, if possible, self-source their own placements independently.
2. We cannot guarantee Work Placements will be available, and those that are will be limited, with limited scope that may not be where your child's career aspirations are.
3. Placements can be up to a **five-day block, between 22<sup>nd</sup> January and 21<sup>st</sup> June 2024**, and must avoid key academic dates April 15<sup>th</sup> – 26<sup>th</sup> (Year 10 assessments) and w/c 24<sup>th</sup> June (mock interviews and careers conference).
4. Remember that 'Work Experience' is an experience of the work place and not necessarily an experience of work your son/daughter may wish to choose as a career, but they should make the most out of what it can give them to develop their understanding of the industry and the skills needed to be successful within the sector.
5. Employers' liability insurance now covers Work Experience students, provided their insurers are members of the Association of British Insurers. Employers will need to confirm this with their insurance company, this is not the responsibility of the School or the Careers & Work Experience Team. Please contact the school immediately if the employer offering Work Experience, does not hold the required insurance with their insurer as the Work Placement will not be able to take place. Contact the Team on [workexperience@farlingaye.suffolk.sch.uk](mailto:workexperience@farlingaye.suffolk.sch.uk).
6. Simplified Health and Safety guidance makes it clear that if organisations already employ young people, risk assessments won't need to be repeated for Work Experience students. And employers with fewer than 5 employees won't need a written risk assessment.
7. For more information, visit the **Health and Safety Executive's Website** and read the guidance on work experience here <https://www.hse.gov.uk/young-workers/employer/work-experience.htm>. Any employer offering a placement to one of our students is confirming that their Health & Safety guidelines and requirements are in place for this Work Experience placement.

Cont'd

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8. Under the Health & Safety at Work Act, the employer is responsible for students' safety on the premises. Employers must inform the **parents/carers and the school** (contact: [workexperience@farlingaye.suffolk.sch.uk](mailto:workexperience@farlingaye.suffolk.sch.uk)) immediately in the event of any accident or injury to a student.

### **Placements**

- The Farlingaye Attendance Team cannot authorise any Work Experience leave without consent from parent/carers, through the Form.
- Please complete this form with your son/daughter: **[WORK EXPERIENCE & CONSENT FORM 2024 - Year 10](#)** once you have found a Work Experience Placement
- However, IF you are not able to find a placement by end of January, can you then complete the form following the 'no' option. Please be aware we cannot guarantee a work placement.
- ***The Work Experience Team will be in touch once a form has been submitted and prior to the placement taking place.***
- Our website will have updates as they are available:  
[Farlingaye High School - Work Experience](#)

Yours sincerely,

Catherine Laird  
Assistant Head Teacher