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January 2022

Dear Parent/Carer

## YEAR 11 WORK EXPERIENCE 2022

Monday 17<sup>th</sup> October – Friday 21<sup>st</sup> October 2022

The preparation for Work Experience begins this term, as there is a great deal of organisation required to ensure each student has a successful placement:

There are two ways of organising Work Experience:

- Via an extensive list of previous placements which can be found at Farlingaye Sharepoint on the school computer system. If placements are on the database it does not guarantee that the employer is able to take students this year, as there may be a change in circumstances.
- Or by organising a 'Private Placement'. These are places which have not necessarily been advertised on the list. It may be that your child wishes to work with you if you run your own business, or it may be that they would like to work at friends' company. They can also contact companies themselves to organise their own. If you wish your child to undertake a 'Private Placement' please fill in the attached **yellow** form. Please be aware however, that a person who is self employed **may not** have the necessary Public Liability Insurance for us to approve a placement.

What you need to do next:

- Choose five companies from the database, when you are satisfied with your choices please hand the form to your tutor.
- Or organise a Private Placement and complete the yellow form.

Please ensure you have chosen your placements or returned your private placement forms by March 2022.

## **Essential Information**

- Ensure that you and your child know that they will be able to get to and from their work experience placement.
- If travel is a concern, it usually helps to have a placement near your home or to come to school as normal and then walk into Woodbridge.
- Please be aware that even though your child is choosing 5 placements, it is still possible that they may not get the choice they wanted.
- Please also be aware that companies do let students down at the last moment (in some cases days before) and it is at this point that we may need to work together to find a suitable placement.
- Finally – please remember that 'Work Experience' is only an experience of work and not necessarily an experience of work you wish to choose as a career.

I will write to you again once I have confirmation of the placement for you.

If you need to discuss any concerns over Work Experience, please do not hesitate to contact me by telephone or e-mail, or contact Ms Cathy Laird, Assistant Headteacher.

Thank you for your help and co-operation.

Yours sincerely

Mrs S Frazer  
Work Experience Coordinator

**e-mail: [sfrazer@farlingaye.suffolk.sch.uk](mailto:sfrazer@farlingaye.suffolk.sch.uk)**