



HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

'Be the very best you can be'

JC/jg

July 2019

Dear Parent/Carer

Re Year 10 Work Experience Week

We plan for all Year 10 students to undertake a week of Work Experience from Monday 27 April – Friday 1 May 2020. This is an invaluable opportunity for students to improve their communication, teamwork and employability skills and to gain self-confidence within a professional environment; encouraging them to reach for their aspirations. Each student is asked to provide details of a suitable work placement.

East Sussex County Council has strict requirements regarding the suitability of placements. **All employers must have Employers Liability Insurance.** We will contact the employer to confirm the placement and inform them that ESCC will visit to ensure that their insurance policies are in place and to complete a young person's risk assessment with them. Without such approval, the placement cannot go ahead. The College will pay for the checks to be made, however, placements outside of East Sussex will incur a charge for these checks to be completed, and parents will be asked to pay for this.

Setting up and checking each placement does take some time, so it is vital that the attached form is returned to the college as soon as possible. The deadline is Friday 13 December 2019.

If you have any questions, please do not hesitate to contact me.

Yours faithfully

Mrs J Cole
CEIAG Coordinator

**Reply Slip for Year 10 Work Experience
Monday 27 April – Friday 1 May 2020**

Student's Name Mentor

The contact details for my son/daughter's work experience placement are as follows:

Name of Company

Type of Business

Address

.....

.....

Phone Number

Name and Position in Company

Email

Type of work experience being undertaken

.....

I understand that HCC will contact the employer for confirmation and that ESCC will visit to ensure placement providers have **Employers Liability Insurance** and that the placement will not go ahead if this is not in place.

Name of Parent/Carer

Signature of Parent/CarerDate

Phone Number

Email

Please return to Mrs J Cole, via Student Services by Friday 13 December 2019