

Dear Parent/Guardian,

Date as Postmark.

As you are probably aware, the Curriculum for all students at Ercall Wood includes a period of Work Experience. During this period, which will be from the **22nd to the 26th June 2020** inclusive, every Year 10 student will be expected to be out of School and placed with an Employer where he/she will follow a planned programme of Work Experience involving all the routines of a particular working environment.

There are two main aims of Work Experience. Firstly, Work Experience offers students the chance to obtain a wider understanding of the world of work, its demands and its opportunities, in order to enable a successful transition from School to Work.

Secondly, Work Experience offers students a special kind of challenge which encourages them to be mature and responsible in the way they respond to it, making a significant contribution to their personal and social development. Work Experience therefore is a very important part of each student's education and their future choices.

In keeping with the principle of developing maturity and responsibility, the primary responsibility for finding a suitable Work Experience Placement will be the students, with the help of staff and parents. Students first need to think carefully about the broad occupational areas in which they might like to gain experience. We encourage students to look carefully at the type of work involved and the skills and personal qualities required in each occupational area to make sure this would be an appropriate choice. Once students have decided what they of Work Experience they prefer, they should investigate the following sources for a placement that will closely match their preferences.

Shropshire Education Business Link Work Experience Database – a very large database of approved Employers which students can gain access to via the internet, the link for which is: <https://extranet.telford.gov.uk/shropshireeb1> –**Username:**

TELFORD\ErcallWood Password: #adRuC2tRAta - Placements listed down the left hand side under Placement Visits/Learners View.

Parents or family friends contacts – please note that these will need to be submitted to Shropshire EBL for approval.
'Cold Calling' – School will help students provide a letter of introduction, but again see above regarding approval.

When students have found a Placement they think they would like, they should apply for it by letter, e-mail, or telephone as appropriate. The students have received a Work Experience Offer Form (Green) which must be completed by the Employer offering the Placement and returned to Mrs Hoof at School as soon as possible.

Students need to be thoroughly briefed about the Company/Firm in which they will be placed and about what the experience will involve in terms of times, tasks, travelling, meals and appropriate clothing. Particular attention will be given to health and safety at work, with the students receiving information on health and safety in a session at School. All Placements will have been visited and approved by Shropshire Education Business Link as having appropriate provisions with respect to health and safety and insurance. Additionally, students will be encouraged to attend a pre-placement interview with the prospective Employer.

As Work Experience is part of the School's Curriculum, students should not expect any payment for their Work Experience (the Law in fact does state that Work Experience must be un-paid). Students will be expected to work a normal working day of the Placement Provider. Any personal protection equipment needed for the Placement must be provided by the student/parents/guardians.

We carefully monitor the progress of our students on Work Experience and aim to visit every student at least once. On return to School, students will take part in a de-briefing session with their Tutor, where they can reflect on their experience.



Executive Principal: Mr Paul Roberts
Deputy Headteacher: Miss Karen Athawes
Deputy Headteacher: Mrs Lisa Fraser

If you are willing for your son/daughter to participate in the Schools Work Experience Programme, please complete and return the attached Pink Permission Form, (previously handed to your son/daughter) giving details relating to the student's health and fitness as soon as possible. Until this Form has been returned, no Application for a Work Experience Placement will be considered.

Yours sincerely,



Mrs Tracey Hoof

Senior Administrator
Cover/Data/Work
Experience Manager

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