

September 2016

Dear Parent/Carer

Year 10 Work Experience – 17 - 21 July 2017

As part of our Work Related Learning programme we expect all of our Year 10 students to complete a week of work experience. We consider this to be an important part of their general education to improve employability skills and as a means of stimulating thought about their future careers. Our Work Experience week is 17 - 21 July 2017.

Other schools in the area are likely to have their work experience weeks scheduled around the same time as Heanor Gate so there will be competition for the places that are available.

Students are expected to find their own placements as this provides a more real learning experience. The school will help substantially with this and we also appreciate any assistance you can give to your child too. Each student will receive a handbook detailing the process that we follow and the web address of an employer database provided to us by Derbyshire County Council. This is not an exclusive list and students are welcome to contact other employers in the area if they so wish. We also hold details of local employers who have worked with the school in the past and may be willing to have our students once again.

Students are expected to have either logged on to the Derbyshire Employer Database or have sent letters to possible placements by the October half term. All placements must be applied for before the Christmas holidays.

Derbyshire County Council is responsible for ensuring that health and safety checks are completed for all placements. If, for any reason, we are unable to get health and safety clearance for a placement then your child will not be able to go there, even if the placement is with friends or family. Please be aware that there may also be a charge for arranging health and safety checks on placements outside Derbyshire so if you are unsure please contact the school.

Should you have any queries, or require any further information, please do not hesitate to contact in the first instance your child's personal tutor or email Mrs Burgin, the Work Experience Administrator, sburgin@heanorgate.derbyshire.sch.uk.

Yours sincerely



Mr S Phillips
Achievement Leader – Year 10