

Dear Parents/Carers,

Year 10 Work Experience Programme

Further to my letter at the beginning of this week, I am pleased to confirm that today during their Learning for Life sessions, we launched our work experience programme to our Year 10 students.

Throughout the work experience launch, students have received an insight into the benefits of work experience, understanding the opportunities available to them, tips for finding the right work experience placement and also things to consider when choosing their placement. I will also place a copy of this presentation on our dedicated work experience section of our school website and the Year 10 Careers Teams group so that this is accessible for students and yourselves to revisit at home.

The next step now is to ensure students are in a position where they are able to download the Connect app and begin organising their placement. In order to give students access to the app and to ensure you receive important information about your child's work experience placement, **please complete the attached form in full to consent to share your email address with NYBEP and return it to school as soon as possible.** Just a gentle reminder that we are working with NYBEP (a Business and Education Partnership covering Yorkshire, Humber and the North East) to help us deliver work experience. NYBEP will complete the Young Person's Risk Assessment prior to the students starting their placement.

To start the process each student will receive an invitation to download and use the Connect platform either through an app or online portal, to manage their work experience via email/QR code. Please ensure that your child supplies any medical conditions/relevant health information when they first enter their details on the ConnectEd app. This information will be shared with the employer and forms part of the consent process which the employer will agree to, so it is important this section is completed. You can also access resources and support materials via the Padlet link at the top of this letter.

Once your child has found their own placement, they will need to enter the details of the employer and the role onto the app or portal. This will allow the school to view the proposed placement, agree and verify the employer details.

Upon verification, all parties, including yourself, will be sent an email link to consent to the placement, without this, students are not able to start their placement. Once consent is given, this will start the risk assessment process. Therefore, in order for this to be completed, please make sure that your child submits their placement on the app or portal by **Friday 1st March 2024.**



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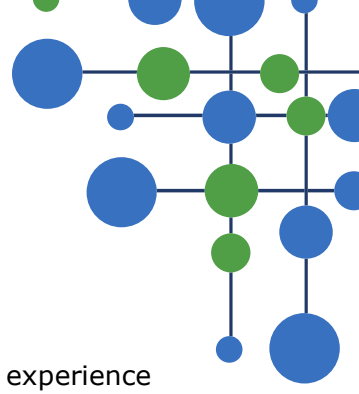
Students are also encouraged to engage with essential pre-placement resources, like Skills Builder, via the app, to prepare for their placement. This helps us learn which areas each student is interested in (to tailor more bespoke careers education to them in Year 11) and also helps to inform their employer on the areas they would like to focus on during their placement.

Finally, thank you again for your support in preparing your child for work experience. I am sure you will agree this is an excellent and exciting opportunity for your child.

If you have any queries about the scheme, please do not hesitate to contact myself or the school directly. My email address is: megan.walker@sharemat.co.uk.

Yours sincerely,

Miss Walker
Careers Lead/Teacher of English



Parent/Carer Consent Form

In order to ensure you receive important information about your child's work experience placement, please complete this form in full to consent to share your email address with NYBEP and return it to school as soon as possible.

Student details

First name:	Surname:	
School:	Year:	Form/Tutor Group:

Information will be stored securely in compliance with the Data Protection Act 2018 and current GDPR guidelines for the duration of participation in NYBEP programmes and afterwards for the statutory term set by Local Authorities, which is currently 7-10 years. After this all information is securely destroyed. For more information, please see our privacy notice via <https://nybep.org.uk/about/privacy-policy-2>

Signed

Name:	Date:	Email:
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Please complete the above form and hand in to Mrs Elsegood or Miss Walker.