



Woodrush High School

An Academy for Students Aged 11-18

Shawhurst Lane Wythall

Worcestershire B47 5JW

T: 01564 823777

F: 01564 820092

E: office@woodrush.org

W: www.woodrushhigh.worcs.sch.uk

November 2023

Dear Parent / Carer

Year 10 Work Experience 20th – 24th May 2024

At Woodrush we are committed to providing Year 10 pupils with the opportunity to engage in work experience and work-related learning as we feel that these are important factors in improving young people's employability. Work experience often proves to be a very rewarding and valuable time for students; it helps them become independent and gives young people an authentic 'feel' for what it is like in the world of work. They will be able to develop and show to prospective employer's evidence of employability skills, extend their understanding of the world of work and learn from contact with personnel from different employment sectors.

Many students find that references from their work experience placement can be a great help in attempting to secure employment or college applications. More and more employees like to see that prospective candidates have work experience. Graduate recruiters have said that graduates who have had no previous work experience at all are unlikely to be successful during the selection process and have less chance of receiving a job offer on an organisation's graduate programme.

The school is offering a week of work experience to its Year 10 students to take place on the above dates. There is a strong expectation that, wherever possible, every Year 10 student will take part in the scheme.

WHAT HAPPENS NOW

It is expected that students will find their own placements as this increases the chance of being matched to their placement of choice and it is good practice for job applications in later life. Please note that the school needs parents to generate placements for their children, and we very much appreciate your support with this. Placements must be within the UK only.

I have included a letter which you can give to an employer once the placement is secured, along with paperwork the employer must complete (Employers Pro-forma on green paper) so they are able complete the necessary paperwork detailed below.

HEALTH & SAFETY

Every employer is required to have *Employers Liability Insurance*, appropriate Health and Safety policies and Public Liability Insurance if your child will be interacting with members of the public. Please be aware that if the placement does not pass the prerequisite checks your child will not be authorised to attend the placement. More information relating to this will be in the **Parent Guide to Work Experience**, and will be emailed out to you separately in the coming weeks.

The school has a duty of care for each student and therefore we want to ensure the safety of each of them whilst on work placements. As part of this process, we ensure that all placements provide us with their insurance details and risk assessments. If we have any concerns about a particular placement, we call upon Regulatory/Governance Services to contact the placement to establish whether external risk assessments are required.

Page 1 of 3

Headteacher: Mr J Barber BA (Hons), QTS, PGCE, NPQH
Deputy Headteacher: Mr D Monk, BSc (Hons), QTS, PGCE
Deputy Headteacher: Mrs M Holtom-Brown, BA (Hons), QTP

Woodrush High School – An Academy for Students Aged 11-18 is a company limited by guarantee.
Registered in England & Wales. Company registration: 07677510. Directors: Mr J Barber & Prof. S Brand





Woodrush High School

An Academy for Students Aged 11-18

A placement must be approved before a student can attend. If a placement is not approved, then the student will be informed, and they will have to go through the process of finding another placement. Once your child has secured a work experience placement you will need to complete the online forms using the link or scanning the QR code below, no later than **Monday 19th February**.

[Work Experience - Parent Form](#)



If at any time you are unclear of what to do or you have any questions at all, please do not hesitate to contact me.


Thank you for your co-operation in this matter.

Yours faithfully

Mrs Bishop
Careers Co-ordinator
Email: cbishop@woodrush.org
Tel: 01564 823777 ext 7303



Timeline for Work Experience

06/11/23	Work Experience Launched	
14 th November 2023	Virtual Parents Information Evening	A presentation about the process of work experience and an opportunity to ask Mrs Bishop/Mrs Carr any questions about work experience.
December 2023	Form time sessions	Support and sessions for students on how to find and ask employers for work experience
14 th Nov 23–23 rd Feb 24	Job hunting	Students to contact local employers and submit placement request to us by returning the completed form you will receive in your pack.
19 th February 2024	Forms to be completed and returned	<p>From Parent/Carer</p>  <p>Work Experience - Parent Form</p> <p>From the Employer (green forms)</p> <ul style="list-style-type: none"> • Employers Pro-forma • Employers Risk Assessment • Copy of Employers Liability Insurance Certificate <p>To be returned to Student Services or Mrs Bishop's office by Monday 19th February 2024</p>
19/02/23	Deadline	
19 th Feb – 17 th May 2024	Final arrangements	All students should contact their placement to confirm arrangements as well as hours of work and dress code (Pupils will be required to dress appropriately for their job role. This may mean that they require Personal Protective Equipment if they are placed in a manual job. Likewise, they may require office wear or formal clothing)
20/05/24	Work Experience Week	