



23<sup>rd</sup> September 2016

Dear Parent/Carer,

## Work Placement

As you know, one of our priorities is to build meaningful relationships with local employers, and we have invited local companies to support Atrium by hosting a student for a week.

I am now delighted to confirm that your child has been offered a work placement for the week of 10<sup>th</sup>- 14<sup>th</sup> October. In the meantime, I thought it would be helpful to outline some relevant points, and these are listed below for your information.

### What are the aims of work experience?

For Year 10, we have been working with students and parents to secure work placements that will include some or all of the following objectives:

- Give students a work-related learning experience outside the classroom
- Give students a taste of a potential future career
- Learn about different pathways into these careers
- Develop professional relationships that may lead to employment
- Support students' Built Environment (DEC curriculum) learning.

Your child's first work placement will be at .....

The employers have already been sent a personal profile of each student, and we would now like to give them more specific information so they can plan and risk assess as necessary.

### How will we ensure our students are safe?

All employers will be checked for suitability, risk assessments and insurance with Education Business Partnership (part of Careers South West).

At the end of last term, our students participated in a Health and Safety course developed and delivered by Safety Services Group. This was to prepare them for, and inform them about, safe practices and work/environmental-related safety issues.

Please be aware that due to the nature of the construction industry, an employer may decide to take your child on a site visit. This is an extremely valuable and exciting opportunity which we would like to encourage. However, if you have any concerns regarding the welfare of your child on a construction site, please contact us at the earliest opportunity.



Additionally, there may be occasions where students will be 1 to 1 with employers. The employer will inform us in advance where this is the case. Please be assured that we always work with both employers and parents to ensure that any Safeguarding concerns are addressed.

### **What about transport?**

We have worked with students to try and secure placements where they can utilise parental or public transport. In some cases, parents may find transport, or the cost thereof, a challenge. In this situation, we encourage any parent with concerns to contact us as soon as possible.

### **What if there is a problem?**

If at any point during the work placement week there is a problem, urgent issue or emergency, please let Atrium staff know at the earliest opportunity.

### **What are the next steps?**

- 1) Please complete the following parent and student aspects of the **Employer's Guide** with your child:
  - ✓ WA01.1
  - ✓ WA01.2
  - ✓ WA02.1
  - ✓ WA02.2

Then kindly return it to Atrium by **29<sup>th</sup> September** so we can forward it to the employer.

- 2) Based on the information you have provided, the employer will produce the appropriate risk assessment for your child and return the copy to Atrium. At this point, parents will be notified of any student/employer 1 to 1 time and associated control measures.
- 3) Employers will also inform Atrium of any specific requirements related to the placement (e.g dress code).
- 4) Prior to the placement, your child will be briefed on attendance and fine details.

### **How is this all going to work?**

We are extremely lucky at Atrium to have the support of employers, staff, governors and parents, as well as our Industry Education Steering Group.

We are confident that, enhanced by a collaborative approach and open communication, our work placement programme will be a great success.

Finally, we welcome your questions and feedback at all stages. This is important to us, so that we can continue developing a bespoke learning package for our students. As a result, they can mature into independent, confident individuals who make the most of the wide-ranging educational opportunities available to them.

Yours sincerely

S Morcumb  
Assistant Principal  
Atrium Studio