

SUPPORTING YOUR CHILD TO FIND A PLACEMENT

- Talk to your child about the type of experience they want. It's important for your child to have a keen interest in the organisation they attend.
- Ask your own place of work, family and friends, local employers. Details of employers who have previously offered work experience placements can be found on the school website under 'Careers'.
- For help and advice, your child can visit the Student Support/Careers Office and speak to Mrs Bartlett-Cosway.
- Make sure your child can get to the placement. Parents/carers are responsible for their child's safety and costs when travelling to and from a work placement.
- Students should request a placement themselves directly by telephone, email or in person. An email/letter template is available on the school website under 'Careers'.
- If there is no response after a few weeks, encourage your child to contact the employer again.
- Once a work experience placement has been confirmed your child should add details of the work experience placement to the 'Placement' tool on their Unifrog account.
- To allow all insurance and Health & Safety checks to take place, all placements must be confirmed by the end of **April**.