



**St John Henry Newman**  
Catholic School

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10 October 2023

Dear Parent/Carer

## **YEAR 10 WORK EXPERIENCE MONDAY 1 JULY – FRIDAY 5 JULY 2024 (INCLUSIVE)**

All Year 10 pupils will be taking part in five days of work experience during the summer term of 2023. The work experience programme will be a very valuable and enjoyable experience for our pupils and relies upon pupils, with parental assistance, finding their own placements. Pupils should if possible, choose a placement which is related to a career they would like to pursue in the future so that they gain a useful insight into what it involves.

### **Helping your child find a placement**

During the last two weeks your child has had a session to introduce the idea of work experience with suggestions on how they can actively get involved in trying to find a suitable placement. Pupils have access to the Cumbria Work Experience Database here <https://cumbria.work-experience.co.uk/> and the login details are:

User Name: **SJHNstudent1\***

Password is: **Scalegate2\***

Pupils have been given a guide on the use of this database and your child's form tutor or Head of Year can assist with any queries regarding this. As a parent/carer if you have your own contacts and wish your child to attend a placement that is not on the database, this can also be arranged.

Once a placement has been agreed with the employer, please complete the form below by clicking on the link and completing the placement information and we will arrange for a risk assessment to be carried out: <https://forms.office.com/e/WdKDjaHLT7>

Paper copies of this form are also available on request and should be submitted no later than Monday 11 December 2023. It is essential that you complete all of the contact information for the company your child will be working at. A mandatory risk assessment must be taken up for health and safety reasons prior to pupils taking up their placement. If a company is not willing to undertake this, then by law we cannot allow a pupil to attend their establishment.

All placements will be vetted by Cumbria Work Experience and all placements in Cumbria will incur no charge to parents. If, however, a pupil wants to work outside the county this can only go ahead with parents/carers taking full responsibility for the placement and we will require a letter from you to this effect. (We cannot arrange out of county placement vetting).

Please note it is your responsibility to inform employers of any medical conditions, which may affect your child whilst in their care. Failure to disclose relevant information could create serious difficulties for both your child and the employer. We will issue the employer with your contact details in case of emergency and ask the employer to destroy these once the placement has ceased.

We appreciate all of the work that goes into finding the right placement for your child and the parental support given and we thank you in anticipation of your cooperation.

Yours sincerely

*Mr J Robinson*

Mr J Robinson  
Assistant Headteacher & Careers Lead