

# Tiverton High School



Headteacher: **Sammy Crook B.A. (Hons)**  
Deputy Headteacher: **Simon Tong B.Ed (Hons)**

<https://devon.learnaboutwork.org/> click on 'Student' then find 'Tiverton High School'

Name: **THS Student** Pin: **9987**

Dear Parent / Carer

September 2019.

## **Work Experience 2020**

Arrangements are being made to enable your son/daughter to participate in the schools Work Experience Scheme during the week **13<sup>th</sup> - 17<sup>th</sup> July 2020**. The aim of work experience is to provide students with an insight into the world of work and apply their employability skills developed over Year 10.

Although as a school we will support students in identifying a suitable work placement, it is the student who must take the initiative and proactively seek a placement and approach the employer via letter, email or face-to-face contact. Students can use the above website and log in to gain an insight into previous placements, and can also request a 1:1 with our Work Experience Coordinator **Mrs Tregale**, to support them in contacting an employer should they need it.

Ultimately, this placement should reflect their progression pathway, and give them an insight into an industry sector or career they may wish to move into when they enter the world of work. Indeed University admission teams and employers will be seeking students who have had meaningful placements linked to their future aspirations.

Careers South West check all placements for Health and Safety and these checks are free if the company is in the south west area. If the placement is outside of the south west then this may be subject to an additional charge of **£50**, which you may be liable for. Any organisation without the necessary **Employers and Public Liability insurances** will be turned down; this is for the safety of your son/daughter. This may mean that people who work on their own or very small organisations are unlikely to be suitable for work experience placements.

Completion of the relevant Work Experience application forms signed by you and the employer needs to be handed in to **Mrs Tregale's** office once a placement has been agreed. The deadline for submission of the attached forms is **Wednesday 18<sup>th</sup> December 2019**. This deadline is to ensure that there is enough time to generate the necessary health and safety checks.

If you have any concerns or questions, please feel free to contact Mrs Tregale or myself.

Yours faithfully

**Rae Owen**

Mrs Rae Owen

**Assistant Head Teacher:  
Curriculum & Assessment**