



Trinity School

A Church of England
Academy

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Ms Jo Hawkin
Headteacher

7 November 2019

Dear Parent/Carer

Re: Year 12 Work Experience, Monday 13 July – Friday 17 July 2020 (inclusive)

Year 12 students will have an opportunity to take part in five days of work experience during the summer term. The work experience programme is a very valuable and enjoyable experience for our students and relies upon students, with parental assistance, finding their own placements. Students should 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.

Your son/daughter recently had an assembly to introduce the idea of work experience and suggest how they can actively get involved in trying to find a suitable placement. Students can also find more information about finding a placement on the 'Careers Information, Advice & Guidance' section on the school's website.

Once a placement has been agreed, please complete the attached consent form and return it to the Sixth Form Office **by Monday 13 December 2019**. It is essential that you complete all the contact information for the company your son/daughter will be working in.

The employers' liability insurance (ELI) will cover work placements provided the insurer is a member of the Association of British Insurers. Therefore, there is a legal requirement for employers to hold Employers' Liability Insurance (ELI) to safeguard employees in the event of an injury at work and a subsequent claim for compensation. Students on work experience are classed as employees whilst on placement and should an employee encounter an injury ELI is there to support the individual – not dissimilar to motor insurance. It is therefore important to let the placement know that this is the case, as they will be liable for any accidents that occur. Employers with five or more employees are also legally obliged to have written risk assessments in place which would include situations where young persons are employed. Unlike employer's liability insurance, public liability insurance isn't a legal requirement. That said, it's an important cover for any business that interacts with the public and as a school we would expect work placement employers to hold this insurance and advise you to check they hold both insurances.

Please note it is your responsibility to inform employers of any medical conditions, which may affect your son/daughter whilst in their care. Failure to disclose relevant information could create serious difficulties for both the student and the work experience provider. 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 son/daughter and the parental support given. Thank you in anticipation of your cooperation.

Yours faithfully

Mr A Winter
Assistant Headteacher (Sixth Form)

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