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Monday, 11 November 2024

Dear Parents and Carers

We are pleased to welcome you to our 2024 Work Experience Programme.

Work Experience is an incredibly valuable programme, where students are given an opportunity to gain an insight into their chosen or potential career path, and into the world of work. The programme helps students build and develop their employability skills, gain essential first-hand experience, and stand out in their applications to 6th Forms, Colleges, Universities, and potential employers.

We are fully committed to supporting your child through this programme, but equally, their commitment is essential. Your child will be expected to contact and arrange their own placement, securing their own work experience opportunity. Students will be representing their school, so we expect the usual high standards from them all. Employers must be contacted in both a professional and respectful manner.

We work alongside Telford & Wrekin Council's, **Education Business Links Team (EBL)**, who govern whether students can go out on work experience. The EBL Team ensure businesses offer valuable placements and carry out the required Health and Safety checks ensuring a safe environment is provided to all students. The team tell us whether a placement is suitable and decide whether a student can take part in this experience. Any decision made by The EBL Team will be fully supported by the school.

Your child should now be thinking about and starting to arrange their own work experience placement, week commencing **14th July 2025 to 18th July 2025**. They should be getting ideas, thinking about their interests, and contemplating what they hope to gain from their placement.

We understand that some students may struggle to find placements within their chosen field. It is important to have regular updates with them and to ensure that they do not give up at the first hurdle. Students must be encouraged to keep searching and try to gain experience in either similar fields, or look at a completely different kind of experience, this is all part of experiencing a potential career opportunity.

To help assist your child with their journey, we are pleased to be able to give them access to the EBL Database "Grofar". This database contains the details of many employers who have offered work experience placements in the past.

Your child will receive an invitation to the Grofar database. They will need to access this system using their school email address or the username provided in the invitation to gain access. When they login, they will be invited to choose a password and create a profile.

It is important that students contact employers themselves by either phone, letter, or email, as this is all part of their experience and builds on their communication skills. Students will usually be expected to write a letter of application and send a CV along with it. Do not forget there may well be other schools trying to arrange their work experience placements too – so remember your child’s application needs to stand out and should be submitted as soon as possible.

Students must remember to include:

- Which school they are from and the contact details
- The name of their work experience co-ordinator
- The dates of their placement
- Their name and contact details
- The reasons for their interest in their chosen company
- Anything else that will help them stand out in their application

If your child needs help to put a letter of application for a placement together, I can provide this support.

All employers must have **Employers Liability Insurance** in place, and able to provide evidence of this. **Without this insurance the EBL Team will not approve any business.** This is to ensure the necessary insurances are in place should anything happen. It is essential your child checks with their employer that they have the relevant insurance in place covering a work experience placement before they submit any placements to the school for approval.

Once your child has secured a placement, they need to register this on the Grofar system for the Placement to be Health and Safety checked.

Once a placement is submitted you will also receive a **consent form** for your completion and return confirming any medical conditions or any additional requirements they may need during their placement. This information will be shared with the Placement Provider.

It is important that placements are arranged quickly, and that we receive the consent forms and details of placement on Grofar as soon as possible. The EBL Team will need to carry out a Health & Safety check well before the start of the placement – usually 2 months before the start date. It is therefore essential that all placements are arranged and confirmed by the Employer no later than: the **end of April 2025**

We understand this can be a nervous time for your child, but we hope they are able to see the huge benefits and make the most of this rewarding opportunity. We look forward to supporting them through their work experience journey and hearing all about it. I shall be holding an assembly with year 10 to launch this with them.

Please can you complete the consent form using this [LINK](#) for your son/daughter participating in work experience but as always, if you have any queries, please do not hesitate to contact me.

Kind Regards

Philip Wright

Careers coordinator

