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THE THOMAS ADAMS SCHOOL, WEM

incorporating

THOMAS ADAMS SIXTH FORM

ADAMS HOUSE (BOARDING)

Headteacher: Mark Cooper BA (Hons)

Deputy Headteachers: Jenni Whitfield BA (Joint Hons), Tom McAleavy BA (Hons)



18th October 2021

Dear Parent / Guardian

Year 12 Work Experience

I am delighted to inform you that this year it is our intention for Year 12 to have the opportunity to complete work experience. We will be offering students the opportunity to undertake a one week placement commencing on Monday 11th July – Friday 15 July 2022. Please note that this is the penultimate week of the summer term and we will expect students to return to school on Monday 18th. I am writing to you, in the hope that by the time the placement week arrives, the COVID19 situation will have stabilized to the point where employers are confident to take students and we can safely allow them to undertake the programme.

I anticipate this year will be particularly challenging for your child to locate a placement, especially in the next couple of months. Also there is inevitably some competition for places within the Shropshire area with other schools. Students are therefore encouraged to start the process of finding a placement as early as possible. We would ask that parents and students talk about possible placements and the type of experience the student hopes to have. Where parents and students may have their own contacts for such placements, it would be helpful for students to make an initial contact and enquiry.

In order to get all health and safety checks completed by our partner, Education Business Links (EBL), students should aim to have all placements sorted by **Friday 18th February 2022** at the latest. To help assist your child with their work experience journey, we are pleased to be able to give them access to the EBL Database. This database contains the details of many employers who have offered work experience placements in the past. Your child can access this database from the following link <https://dac.telford.gov.uk/workexperience/> to start their search for potential work experience placements. Full training on how to use this Database will be provided, but a Student Guide will be emailed to your child once access has been granted, this will also be available on their teams page. To use this, you will have to create a MyTelford account and then access the work experience portal.

What happens next?

- 1) Students approach a potential employer. This can be done through direct contact via email, phone or in person with a company or through the EBL database.
- 2) Once the employer has agreed to offer the placement, follow the guidance in the student booklet on work experience which can be located here (<https://thomasadams.net/careers-advice-student-area-post-16/> search for work experience), you may need to add the details for the placement or search if it is a pre-existing one.
- 3) Once details are complete, send for approval. Your child will be notified that the placement has been approved on their MyTelford area.
- 4) Should your child change their minds or a placement fall through, you will need to contact the school in order for the previous placement to be replaced.



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During the work experience period the individual student will, in effect, be going to work and will be treated as an employee and they will be expected to follow any social distancing policies the company have. It is not legally possible for employers to pay for work done during this time nor will it normally be possible to reimburse parents for any increased travel costs or expenses. Whenever possible, students should follow the same disciplines of the workplace as other employees, eg hours of work should be a full working day, not school hours. However, they should not work more than 40 hours in any week and work completed during school holidays or weekends is not seen to count towards work experience. Any variations to allow for travel arrangements etc. should be with mutual agreement of the school, yourselves, your son/daughter and the employer. If there are special requirements for the job or other difficulties then you should contact school for assistance.

Making enquires and the initial contact is regarded as a valuable part of the overall exercise which students, rather than parents, should undertake whenever possible. Students should ensure they understand the nature of the work they are likely to encounter at the placement so that it meets their needs before they complete the necessary forms. If an employer only offers "observation" rather than "hands on experience" for example, or the work involves repetitive tasks, students should ensure that they understand the implications of such a placement. Wherever possible, it is encouraged that placements should not be part of the immediate family's business nor places that already offer regular part time employment to your son/daughter, although this is not binding.

Students on work experience are covered by the placement's own Employer and Public Liability insurances. If an employer does not hold such insurance it will not be possible to allow any students to attend that particular placement. This does not include personal accident cover when no one can be shown, or held to be, negligent. Parents may, therefore, wish to take out additional insurance to cover this eventuality.

We highly recommend that any disabilities or medical conditions are disclosed to the company when approaching the company in order for them to be able to accommodate your child's needs.

If you have any questions or concerns regarding work experience, please do not hesitate to contact me.

Yours sincerely

J Hargreaves

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