



The Hayfield School

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Dear Parent/Carer

We are delighted to share with you the details of the Year 10 upcoming *Work Experience Week (WEX)*. This was a highly successful week last year with students building their employability skills, confidence and knowledge of the world of work.

It will take place **Monday 29 April - Friday 3 May 2024.**

What does WEX Week involve?

- All Y10 students will complete five full days' of work over the course of one week within a sector of interest to them.
- All students are required to source their own placement, however there will be help in school for those students who wish to access this.
- Students will be required to contact a possible employer independently, to respond to any emails regarding their placement and to prepare effectively to create the best impression possible.

Students have a great deal to do in order to ensure that their *Work Experience Week* is a success!

Stage 1 Student Launch Assembly.

Placements must meet certain criteria in order to go ahead:

- *The employer MUST have 'employer liability insurance' (NB: single traders or those that only employ family may not have this so please check)*
- *Placements must be accessible for the child to reach, either independently or via parent/carer*
- *Any placement must be able to take a child under 16 years of age*

Stage 2 Once the student has considered the possible options (possibly had verbal agreement), they may wish to use [this template](#) to email an employer. They should ensure that [this letter](#) from the school is also sent alongside it to give context and to support their application letter.

Stage 3 Students will receive confirmation from the organisation they contacted by email. This should then be forwarded directly to WEX@thehayfieldschool.co.uk so that the next steps can be arranged. This **MUST** be received by **Wednesday 20 December 2023.**

Note: *Whilst we anticipate and strongly encourage students to establish their own placement, we recognise that some students, for whatever the reason, will need*

support to do this. We do have a number of organisations who have previously provided work experience for students and who have shared that they would be happy to do so again. Please encourage your child to speak with their tutor or year leader if they are unable to secure an appropriate placement as we may be able to help.

Stage 4 On receiving confirmation to the email address above, we will instruct our risk assessment partners 'Safety Measures' to visit the placement location and ensure its suitability for the placement requested. If the criteria listed has not been met or we deem the child may be at risk the school will not give permission for the placement to go ahead.

Stage 5 Once these checks have taken place and the school is happy to confirm that the placement can proceed, students will receive details of their working day / job role / dress code / lunch arrangements etc. Parents will receive a student/parent contract which must be signed and returned to school.

Stage 6 Students should make contact with their employer prior to the placement start date to clarify any information they need and to introduce themselves. The school will also make contact with all placements prior to 29 April 2024.

Stage 7 Students attend their work experience placement on **Monday 29 April 2024** and complete five days with their employer. All students and employers will review the process and the student / employer experience towards the end of the week and this will be shared with students in the Unifrog Personal Development account.

We recognise that there is a wealth of expertise and opportunity amongst parents and carers of students at the school. If you feel that you could support our students, or know someone who might like to support, I would be delighted to hear from you. Please get in touch at jwh@thehayfieldschool.co.uk. The link below provides an insight into the benefits for an employer who wishes to take part.

 [business-toolkit-leaflets-work-experience.pdf](#) x

Please discuss the contents of this letter with your child. We look forward to supporting our students as they prepare to embark on *Work Experience Week* in the summer term.

Yours faithfully



Ms J Whetstone
Associate Assistant Headteacher (Personal Development/Character and Culture)