

**The Marches School**  
part of the Marches Academy Trust  
Morda Road, Oswestry  
Shropshire SY11 2AR

T. 01691 664400  
F. 01691 671515  
E. admin@marchesschool.net  
W. www.marchesschool.co.uk

**Headteacher:** Sarah Longville BA, MA, NPQH



Ref: KP

18<sup>th</sup> July 2017

Dear Parent/Carer

**Advance Notification of Work Experience for Year 10 – Monday 12<sup>th</sup> March to Friday 16<sup>th</sup> March 2018**

As part of the Year 10 curriculum, students participate in a Work Experience programme and are therefore out for one week from Monday 12<sup>th</sup> March to Friday 16<sup>th</sup> March 2018.

We are just writing with advance notification as your child will be entering Year 10 as of September 2017 and we wanted to give you as much time as we could for you to help with the arrangements of your child's work experience.

Students are encouraged to find their own placements with an employer then pass on the company name, address and telephone number to me on the slip enclosed along with their signed consent form. All placements have to then be approved by Shropshire Education Business Links (EBL) for Employers Public Liability Insurance as well as Health and Safety issues.

Due to demand and the checking procedure, early contact with employers is recommended and students should have their placement arranged before the end of **November 2017**.

**Please could you kindly complete the following forms and return to Student Services:-**

**Parental Consent and Placement Confirmation Form** – This is required in order for your child to undertake work experience. You may wish to consider personal accident insurance to cover your child for accidents for which no-one can be shown or held negligent during Work Experience. Please write clearly the name of the contact and all contact details, this is very important for the Health & Safety checks to be carried out in time.

**Behaviour Contract Form** – Please read the terms and conditions contained within the contract sign and date the same and return with the parental consent.

**Placement Confirmation Slip** – Please complete once your child has found their placement.

If you have any questions or require further information please do not hesitate to contact me.

Yours faithfully

Mrs K Parsons  
Work Experience Coordinator  
Fundraising, Events and Marketing Manager



## **PARENTAL CONSENT & CONFIRMATION OF PLACEMENT**

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**Please return once a placement has been found to: *Student Services, The Marches School clearly marked For the Attention of Mrs K Parsons.*  
**To be completed and returned by Friday 24<sup>th</sup> November 2017 at the very latest.**  
*Thank you.***

Name of Student: ..... Tutor Group: ..... House .....

I/We give permission for my son/daughter to take part in the Work Experience Placement Programme from

Signature of Parent/Carer ..... Print Name.....

Dated.....

Has your son/daughter a medical condition which should be taken into account when choosing a work experience placement? **YES/NO**

If **YES** please give details.....

### **Placement Confirmation – \*All Details To Be Completed Please**

\*Name of Employer .....

\*Contact Name at Work Place for EBL check .....

\*Employer Address .....

\*Employer Phone Number .....

\*Employer E-Mail Address .....

\*Employer Website Address .....

\*Name of Student Offered Placement: .....

\*Any special requirements e.g. uniform, safety equipment required to be worn **Y/N** .....

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## Work Placements Contract

**The Marches School**

**(Parents/Guardian) and**

**(Student)**

### **THE SCHOOL**

#### **We agree to:**

- Set outstanding expectations of behaviour.
- Provide an orderly, secure and happy environment in which students can enjoy their activities.
- Encourage students to do their best at all times, and to make constructive use of their talents.
- Listen to and respond to parents' concerns and anxieties.
- Keep parents informed about updates before the trips and the extra opportunities available for your child to participate in.
- Try to increase students' awareness of how students represent themselves in the community.
- Be active in responding to all forms of bullying, both verbal and physical.
- Expect students to follow instructions immediately in order to ensure the safety of all concerned.
- Deal with all incidents of poor behaviour using the school's behavioural policy and subject to further sanction upon our return to school.
- If students should cause any damage to the business they are working within, we will cover the cost in situ, but parents will be liable for 100% of the costs on return.
- A risk assessment will be carried out by the Education Business Link.
- The school will provide you with a contact name for a member of staff whom you can contact at all times and in case of emergency.
- The school will provide you with full details of the placement.
- The child will be immediately removed from the placement should the employer request us to do so, due to poor behaviour. Future placements will be at the discretion of the school.

### **THE PARENTS**

#### **I/We agree to:**

- Ensure that my/our child attends their extended work placement, on time, dressed and equipped properly for their job role.
- Inform the school and work place, before 9:00am on the day of the placement, if my child is unwell and unable to make it to the work place.
- Inform the school of any concerns or problems which might affect the work, welfare or behaviour of my/our child.
- Encourage my/our child to make the most of the educational opportunities offered on the placement.
- Should any damage occur, I am/we are aware that 100% of total costs incurred by damage and paid by the school in situ will be re-paid upon my/our child's return home from the placement.
- Accept that should my/our child's behaviour warrant a return home, 100% of total costs incurred and paid by the school will be re-paid upon my/our child's return home from the placement.
- I have taken into consideration that I may need to seek our own insurance to cover my child whilst he/she is working in the extended work placement as no liability will be placed upon the employer or the school.

**Signed** \_\_\_\_\_ **(Parent(s)/Carer(s) Date** \_\_\_\_\_

### **THE STUDENT**

#### **I agree to:**

- Represent my school with outstanding behaviour and attitude.
- Treat others with courtesy and consideration, respecting individual differences and allowing others to be safe
- Treat the placements property and hired property (activity and safety equipment, furniture, buildings and grounds) with care
- Carry out tasks and activities offered to me, whilst on placement, with enthusiasm.
- Adhere to confidentiality agreements at all times and do not discuss any confidential information outside of the placement.
- Be punctual.
- Remember that bad language and public overfamiliarity can be offensive to others.
- Respect my environment by not dropping litter and tidying up after myself to ensure high standards of safety and courtesy.
- Let the school or parents/carers know if there are any issues or if you need assistance with any part of your work placement.

**Signed** \_\_\_\_\_ **(Student) Date** \_\_\_\_\_