

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

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Headteacher: Sarah Longville BA, MA, NPQH



Ref: MM

18 July 2018

Dear Parent/Carer

Work Experience for Year 10 – Monday 1st July – Friday 5th July 2019

Further to my recent correspondence, please find enclosed a Parental/Carer Consent & Placement Confirmation form and Behaviour Contract required to confirm your child's work experience placement.

Please could you kindly complete the forms and ensure your child returns them to the 'Careers' box at Student Services:

Parental Consent and Placement Confirmation Form – This is required in order for your child to undertake work experience. Please write details clearly to ensure Health & Safety checks can be completed efficiently.

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

All placements require approval from Shropshire Education Business Link (EBL) to ensure employers have up to date Employer's Liability Insurance and are operating within a safe and legal environment. Before confirming a placement with a small business, you may want to ask if they hold Employer's Liability Insurance, as without it the placement will not be able to go ahead. 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 the placement.

Due to demand and the checking procedure, early contact with employers is essential and students must have their placement arranged no later than 20th December 2018.

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

Yours faithfully

Mrs M Murphy
Careers Guidance and Inspiration Officer
murphy.m@marchesschool.net
01691 664472



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** _____

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PARENTAL CONSENT & CONFIRMATION OF PLACEMENT

**Please return once a placement has been found to: Student Services,
The Marches School clearly marked For the Attention of Mrs M Murphy
To be completed and returned by Thursday 20th December 2018 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

Name of Employer/Company.....

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, steel toe capped boots? Add details:
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