



The ACE Academy, Alexandra Road, Tipton, West Midlands DY4 7NR.  
Telephone: 0121 521 1540 Facsimile: 0121 521 1541 [www.acesch.co.uk](http://www.acesch.co.uk)

25th January 2017

Dear Parent/Guardian,

**Work Experience Monday 11<sup>th</sup> December 2017 to Friday 15<sup>th</sup> December 2017**

We would like to inform you that the above date has been allocated for your son/daughter to have the option to attend a Work Experience placement. As you may be aware your son/daughter is expected to be in education or training until they are 18. Although it is no longer statutory for pupils to have a work placement, we feel it is useful part of their preparation for working life. This is one of a number of events, support and activities we offer to help students make the right choices at 16.

The Work Experience scheme has been running successfully for many years but it is a continual challenge to find sufficient, suitable places for everyone, it is hoped that you as parent/guardian will take an active part to find a placement for your son/daughter. If you have any contact with organisations that might be able to offer Work Experience could you please complete the details on the attached form. For reasons of health, safety and insurance, any possible contacts you may have must be made known to me by Easter 2017.

Students are expected to work a normal working day ie. 9am to 5pm unless different times are agreed by the placement. Students are required to visit their placement before-hand and may or may not be required to attend an interview.

We hope that every pupil will take part in the Work Experience scheme. This will involve coping in an adult environment and experience different working conditions, relationships and hours of work to those of a school day. Students will be expected to make their own travel arrangements during their placement.

If you agree to your son or daughter participating in Work Experience please complete the form enclosed when a placement has been arranged.

If you would like further details please do not hesitate to contact me or for more detailed information on the Work Experience procedure please go through internet explorer to [www.acesch.co.uk](http://www.acesch.co.uk) and click on the Careers and Enterprise tab. Alternately students can access the 'All Users Shared Work Area' in school.



The school reserves the right to not offer Work Experience in the case of poor attendance, unreasonable behaviour or students being off target.

Yours Faithfully

Mrs. H Stevens (Work Experience Co-ordinator)

## Parental Consent

I agree that my son/daughter, named \_\_\_\_\_ in form \_\_\_\_\_ can undertake a Work Experience placement.

I understand that as a condition of the scheme my child will not receive payment.

Please state if your child suffers from any physical conditions such as epilepsy, asthma, colour blindness, deafness etc. If none please state

.....

Photos may be taken for publicity purposes. Do you give permission?  
Please circle your answer: Yes/ No

If you know of a place where family or friends can arrange a place for your child please write the details below. Placements may only go ahead if they are cleared by Health and Safety and have Employers Liability Insurance.

I have arranged a placement for my child. The details are as follows:

Contact Name: .....

Company Name: .....

Company Telephone Number: .....

Mobile Number: .....

Email Address: .....

Full Address and Post Code of placement:

.....

.....

.....

Signed: \_\_\_\_\_  
Parent/Guardian

Print name: \_\_\_\_\_  
Parent/Guardian



Dated \_\_\_\_\_



A member of the Education Central Multi Academy Trust, University of Wolverhampton

