

25th May 2017

Dear Parent/Carer

Year 10 Work Experience

We will be running a block of 5 days work experience for year 10 students in the penultimate week of term 3 2017. The dates for this are Monday 29th January to Friday 2nd February inclusive. Although this offer of work experience is not compulsory, we hope that all of our students will want to take part in this fantastic opportunity. If students choose not to participate in the work experience, they will be expected to attend school as normal.

We will be asking for a voluntary contribution of £14.00 This will cover the registration costs for Aspire, (external East Sussex work experience agency) and health and safety checks. To encourage students to develop their personal responsibility, we would like them to find their own placements. Students may draw on family, friends and the wider community to do this. The company must have Employer Liability Insurance, and be willing to allow Aspire to complete necessary health and safety checks.

Work experience has a number of benefits for the students. These include:

- Building confidence and self esteem
- Developing communication and social skills
- Helping make informed decisions with regard to Post-16 education or work
- Gaining experience to support future job or college applications
- Learning new skills
- Learning to work with adults
- Learning to follow instructions and work on initiative
- Team work and co-operation skills

I would be grateful if you, and the prospective employers could complete the information on the attached sheet and return along with payment by Friday 7th July. This may appear early, but this deadline is necessary due to the level of administration involved, and the fact that health and safety assessments will be conducted from the start of the summer holidays onwards. Following the completed checks, each student will be issued with an official agreement form to be completed by employers, and a contact and medical information form to be completed by parents. If you have any questions, please do not hesitate to contact me at school, via email or telephone.

Thank you for your continued support.

Yours sincerely

A handwritten signature in black ink, appearing to read "Donna Starkey".

Donna Starkey

Director of Extended Curriculum



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Year 10 Work experience w/c 29th January 2017 – Provider* details

Name of student	
Name of provider	
Address of provider	
Contact name/position in company	
Contact telephone(s)	
Job role title (for student)	
Job role description (for student)	

***Please note that provider must have Employer Liability Insurance (ELI)**

Employer name:

Signature:

I (parent/carer) enclose a voluntary contribution of £14.00 to cover the cost of the work placement. Yes/No (please delete as appropriate)

Name of parent/carer:

Signature:

Please return completed form to Mrs Miller via student reception by Friday 7th July 2017