



# HOWDEN SCHOOL

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Headteacher: Mr G Cannon

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Dear Parent/Carer

As part of their school curriculum, a period of work experience is being organised for every student in Year 10 from **Monday 4 July 2016 to Friday 8 July 2016** (1 week). This is designed to give each student a greater understanding of the world of work and the opportunity to work with adults other than teachers.

Students have been encouraged to arrange their own placements. They should collect a self-canvas form from Reception and return with the placement details by no later than **26 February 2016** so that the placement may be approved by Humber EBP. Students will not be allowed to be placed with a provider who has not been approved in this way, nor are they allowed to undertake work experience in a placement run by a close relative. Similarly, students cannot do work experience in a placement where they are already in part-time employment or in a placement which is beyond reasonable travelling distance from the school. Reasonable travelling distance includes York, Selby and Hull but does not extend to Sheffield, Doncaster or Leeds. This is because Humber EBP is no longer prepared to check placements in these areas.

Every attempt will be made to offer each student a placement that will match their aspirations but no guarantee can be made that every first choice placement will be available. There are certain placements that can only be offered through school and which should not be privately canvassed: these include The Press Association, Howden's Joinery and the local Veterinary practice.

The school does, however, reserve the right not to place a student on work experience whose behaviour, attitude or attendance has been considered to be unsatisfactory during the year. This decision is not taken lightly and parents will be notified before work experience if this is the case.

All the placements have been checked for suitability by the Humber Education Business Partnership Organisation (EBP) and students will be afforded protection under all employment legislation.

Parents/carers are expected to inform the school of any medical conditions which may affect their child's suitability for a work experience placement. Students will be expected to make their own way to the placement and required to work the placement provider's normal working hours. Some placements may not be local and travelling costs and arrangements should be taken into account when choosing placements.

Work experience is a very important part of your child's education. Students will be expected to keep a detailed diary during their placement and if they successfully fulfil all the requirements of their placement provider, they will be awarded a certificate to put into their Progress File.

Yours sincerely

Ms G Knight  
Work Experience Co-ordinator

Report Bullying Concerns at [beatbullying@howdenschool.net](mailto:beatbullying@howdenschool.net)

