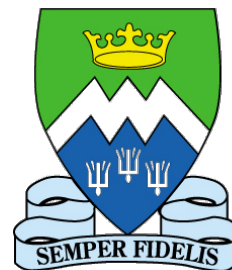


St Mary's Catholic Academy

St Walburga's Road
Blackpool. FY3 7EQ

Tel: 01253 396286
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Email: admin@st-mary.blackpool.sch.uk
Web: www.st-mary.blackpool.sch.uk



Head Teacher: Mr. S. Eccles B.Sc. (Hons) Med

October 2018

Dear Parent/Carer

Re: YEAR 10 WORK EXPERIENCE - MONDAY 1st – FRIDAY 5TH JULY 2019

Work experience is an integral part of Year 10 and provides an opportunity for young people to gain an insight into the 'world of work' and to help prepare them for the responsibilities and opportunities of adult life. This opportunity has been incorporated into wonderful week.

Placements are defined as experience in which students carry out a range of tasks and duties more or less as would regular employees but with emphasis on the learning aspect of the experience. It is not intended to be training for a student's chosen career.

Students will work normal business hours and could be asked by the employer to visit the placement before starting work.

For the week **MONDAY 1st – FRIDAY 5TH JULY 2019** students will have the opportunity to take up a work experience placement. Students are requested to keep these dates free of commitments.

Students are invited to find their own quality placement and can access an online help guide to assist with the process via the school website. All placements are required to complete a work experience placement form and all placements are checked for their suitability by EBP(NW) Ltd. Please note that placements need to be within the Blackpool, Fylde and Wyre areas. On the run-up to your child's work experience please could you update school with any new medical information that you believe would be relevant for their work experience placement.

Please note that we cannot authorise any placement that does not hold Employers Liability Insurance, this is the insurance that covers students whilst on work experience. A copy of this certificate is required in order to process a Placement Request. In addition please be aware that the application process for Blackpool Victoria Hospital, BAE Systems and local feeder primary schools is a written application to be addressed to Mrs Leigh, by the deadlines already outlined to students in school. These applications will be processed and places allocated. Please note that not all applications for these positions will be successful.

We ask that you help your son/daughter keep to any deadlines set, failure to adhere to deadlines could result in the placement not being authorised.

Please read through the information via the school website, there is lots of helpful information for both students and parents. You will find a self- placement form which must be completed by the employer and handed in to Mrs Flook in the school office no later than Friday 18th January 2019. In order to avoid disappointment please start looking for a placement as soon as possible.

Please note forms that are late will not be accepted. I have also attached a Self-Placement form to this letter.

To access the information online please follow the instructions below.

Please go to:

www.st-mary.blackpool.sch.uk

- Click on Students
- Work Experience

Should you have any queries please do not hesitate to get in touch via email to workexp@st-mary.blackpool.sch.uk or contact the academy on 01253 396286. May I take this opportunity to thank you for your continued support.

Yours sincerely

Mrs J Leigh
Assistant Head Teacher



Executive Director: Mr. Stephen Tierney BSc (Hons), BPhil
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