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Broughton High School

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Dear Parent/Carer

S4 Work Experience- Monday 11th November to Friday 15th November

Work placements are an important part of our career education programme. We hope that all S4 students are able to secure a placement with a local employer or organisation where they will be treated as young employees of the organisation and will perform a range of tasks or duties and find out about the skills and attitudes that employers are looking for. Over the years we have found that the experience helps many pupils think positively about the qualities that they may need to develop, and about careers they may be interested in.

Generally there are two ways a pupil can find a suitable work experience placement:–

- find a Self Found placement (perhaps through family and friends)
- search the WorkIT website www.workit.info (usernames and passwords will be issued during the week beginning 17th June in PSE classes).

If your son/ daughter is going down the self-found route, the host employer will require a link to an online form for them to complete. Please see link below. Over the last few years, the number of placements available on the WorkIT database has reduced significantly. We remain hopeful that there may be more placements on offer next session but it is likely that the majority of our students may be best served by 'self-found' placements.

Link: tinyurl.com/edinburghworkplacement

For November placements, I anticipate that we will need all self-found documentation to be completed by Friday 20th September.

We take the health, safety and well-being of our pupils very seriously, and of course, this still applies when they are on their work placement. We work closely with placement providers to help them provide a safe and secure working environment, and a Health & Safety Workplace Assessor will visit the provider's premises before the placement can begin. If you choose to go ahead with a work placement with an unapproved employer, your son/daughter will be marked as unauthorised absence from school. Please note that the school is not permitted to accept parental waivers under any circumstance.

Please do not hesitate to contact your son/ daughter's guidance teacher if you require any further information.

Yours faithfully

Colin Stewart
Work Placement Co-ordinator