

5 June 2014

Dear Parent/ Guardian

### **Work Experience Session 2014/2015**

All students in S4 are given the opportunity to undertake a week's work experience during the course of S4. This year, students will be given the opportunity to go out on work experience during the following week:

**Monday 3 November to Friday 7 November, 2014.**

### **Arranging placements**

#### **Database**

Placements can be requested on-line using a database. This can be accessed at [www.workit.info](http://www.workit.info) and all students will be given a username and password. However, it is likely that the database will not be populated with placements until after the summer break.

#### **Self-found**

In our experience, not all students find a suitable placement this way and some choose to find their own by approaching companies directly, often where there is a family connection. For these 'Self-found' placements it is vital that the relevant documentation is completed by the employer to enable checking of Health and Safety arrangements for the placement.

**For November placements all self-found documentation must be returned to the school by Friday 21 September.** Whilst I appreciate that this is well in advance of the placement, it is essential to allow sufficient time for the Health and Safety assessments to be completed. These will be arranged by the same company who manage the database.

The relevant documentation can be collected from guidance staff. Electronic versions of the documents will also be available on the Broughton High School website. The completed forms can then be e-mailed or given to the relevant guidance teacher for processing.

Please do not hesitate to contact your child's guidance teacher if you require any further clarification.

Yours sincerely

Colin Stewart  
Pupil Support Leader