

Our Ref: SW/CB/001

14th May 2021



Dear Parent/Guardian,

WORK EXPERIENCE

As Covid-19 restrictions are gradually lifting we are looking at carrying out our Year 12 work experience week, ensuring that our students have the opportunity to gain knowledge, experience and insight to the new way of the working world. Work experience is an integral part of sixth form experience and this is a perfect opportunity for the students to gain invaluable experience in a work place linked to their future career aspirations or current subjects they are studying.

The year 12 Work Experience week will now take place the week beginning Monday 5th July 2021.

We have shared this information during today's tutor time and hopefully your son/daughter mentioned this to you.

The process works as follows:

- Your child approaches a place of employment and asks if they can provide a work experience placement. This approach will be completed following their lesson about contacting employers. It is important that your child is responsible for this initial contact with employers; please support them in doing so, but don't do it for them! We want to encourage new experiences and communication skills. To support your child, you could practice phone call scripts with them in preparation.
- Once the employer has confirmed a placement with your child please fully complete and return the **attached work experience form** via Edulink.
- We will then send a letter to the employer confirming the placement that they have offered to your child. Once the employer has confirmed the placement in writing with us we will forward the details to Cumbria WEX.
- Cumbria WEX will complete all appropriate risk assessments (including Covid-19 risk assessment) and insurance checks on our behalf and once complete send copies to the academy.
- We will then send you the risk assessment form which you and your child should check through and retain.
- You will then send a final 'Acceptance of Placement' form to us, to be returned via reception. **It must be remembered that until this final acceptance is through, your child's work placement is not confirmed.** This can be as late as the end of June!

As you can see, it is a lengthy and complicated process so we need to act fast to procure every student a placement.

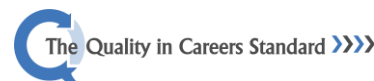
We predict that several students may ask about taking part in a work experience visit outside of Cumbria. This is fine but it becomes more complicated for you. We as a school cannot carry out health and safety checks for a place of employment outside the county. As a consequence you will be required to sign a disclaimer form which ensures that you take full responsibility for your child whilst on the placement. Please complete the attached work experience form and we will send you the necessary paperwork.

Principal: James Jackson

West Lakes Academy, Main Street, Egremont, Cumbria CA22 2DQ

Part of West Lakes Multi-Academy Trust

t: 01946 820356 e: contactus.wla@westlakesmat.org.uk w: www.westlakesacademy.org.uk



To support students in finding and contacting a suitable placement provider we have a database which you and your child can access independently and contact companies. Login details are as follows:

Website – <https://cumbria.work-experience.co.uk>

Login – Westlakesstudent

Password – Mainstreet1

It is not essential to use this website however it may support you with making initial contact with supporting companies. Please be aware that this website is not a guaranteed list of placements, they are employers who in previous years have supported work experience and so are worth contacting.

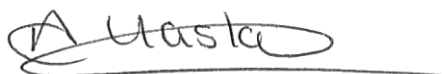
Students who are unable to find/choose a placement must come and chat to their tutors and Heads of Years. We will do our very best to help them find a place, but it might not be exactly what they want.

Work experience takes a considerable amount of time to organise. We need to be certain that placements are suitable and conform to insurance requirements and to health and safety regulations. I would be grateful therefore if you would complete the Edulink form as soon as possible, and by no later than **Friday 28th May 2021**.

If you have any questions, please do not hesitate to contact myself or Miss Robson in the first instance by emailing haslopa@westlakesmat.org.uk or robsonr@westlakesmat.org.uk

Work experience is an exciting part of a student's school life and I look forward to working with you to ensure that it will be an enriching and valuable experience.

Yours faithfully



Andrew Haslop
Assistant Principal and Head of Sixth Form

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