12th September 2024

Dear Parents/Carers

Barr Beacon School
www.barrbeaconschool.co.uk

Year 12 Work Experience Week
Monday 14th to Friday 18th July 2025

Work experience has long been recognised as one of the best ways to help young people prepare for the world of work. It can help students to get a taste of the workplace, expand their networks and gain transferable skills to support their future university or apprenticeship applications.

Year 12 Work Experience Week will be taking place on Monday 14th to Friday 18th July 2025. We are making you aware of these dates now, as students must start approaching employers early in order to secure a valuable placement. Work Experience is compulsory for all students and, although students are responsible for finding their own placements, the school will give students advice and offer additional support where needed.

It is important to keep in mind that:

- Employers must have Employer's Liability Insurance and health and safety procedures in place.
- Students must not work after 10.00pm or before 7.00am and must not work for more than 8 hours a day.
- Students must have a 30 minute break for any shift lasting more than 4.5 hours and must have at least 12 hours off between each working day.

When your child has secured their placement, please complete this **Parent/Carer Form** and your child will need to ask their employer to complete the **Employer Form**. **The deadline to complete these forms is Friday 31st January 2025**. Both forms must be completed or the placement will not be able to go ahead.

We will prepare students for their placement in the summer term and school staff will visit students during their placement (or make contact where a visit isn't possible) to ensure everything is going well.

If you have any queries, please do not hesitate to contact Miss Killick, Careers Coordinator.

Yours sincerely

Mrs K Hibbs
Headteacher

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Matrix Academy Trust
EDUCATION WITHOUT EXCEPTION

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