



Wednesday 16 October 2024

Dear Parent / Carer

## Year 10 Work Experience

We are pleased to confirm the dates for our forthcoming work experience programme from Monday 14th – Friday 18th July 2025. Work experience provides an excellent opportunity for students to gain an insight into the working world, develop important employability skills and boost their confidence. It is not always important that the placement exactly mirrors the students career aspirations; employers often refer to the value of transferable skills like communication, the ability to work in a team, motivation and using your initiative, which work experience, in any setting, will give them. We ask you for your support through this process to ensure that all students have the best possible experience.

We partner with NYBEP (a Business and Education Partnership covering Yorkshire, Humber and the North East) to help us deliver work experience. NYBEP will complete the Young Person's Risk Assessment prior to the students starting their placement.

**To start the process each student will receive an invitation to download and use the Connect platform either through an app or online portal, to manage their work experience via email/QR code.** This will be sent out this week following today's launch assembly to explain the process. Please ensure that your child supplies any medical conditions/relevant health information when they first enter their details on the ConnectEd app. This forms part of the consent process which the employer will agree to so it is important this section is completed. You can also access resources and support materials via the padlet link:

**Main Padlet Page:** <https://padlet.com/NYBEP/nybep-work-experience-resource-74s0nlncsc4v7ut8>

**Password :** KCz23!72

Once your child has found their own placement they will need to enter the details of the employer and the role onto the app or portal. This will allow the school to view the proposed placement, agree and verify the employers details.

Upon verification, all parties, including yourself, will be sent an email link to consent to the placement, without this, students are not able to start their placement. Once consent is given this will start the risk assessment process therefore in order for this to be completed, please make sure that your child submits their placement on the app or portal by **Friday 20 December 2024.**

Mr C Stokes  
Headteacher

Ms J Reed & Mr S Ingram  
Chairs of Governors



Things to consider:

- Students are encouraged to engage with essential pre-placement resources, like Skills Builder, via the app, to prepare for their placement. This also helps to inform the employer on the areas they would like to focus on during their placement.
- We advise all students to contact their employer prior to their work experience start date to confirm that everything is still in place.
- If students are ill they must inform both the employer and school each day that they are absent. Students should also be contacted by a member of the school staff during their placement to make sure the experience is going well but if there are any issues or concerns you should contact the school.
- The employer will confirm the student's attendance with the school during the placement, at the end of the placement they will be given the opportunity to provide feedback about the student.

Finally, please can you complete the attached consent form (electronically or on the paper-copy given to your child in today's assembly) and return it to the school no later than **Friday 25 October 2024**.

Thank you for your support in preparing your child for work experience. It is an excellent opportunity to shape their perception of the world of work and hopefully inspire their future career pathways.

Should you have any queries, or require further support, please do not hesitate to contact us at [admin@bedalehighschool.org.uk](mailto:admin@bedalehighschool.org.uk).

Yours faithfully,

Mr Childe  
**Assistant Headteacher**

**Mr C Stokes**  
Headteacher

**Ms J Reed & Mr S Ingram**  
Chairs of Governors



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Dear Parent / Carer

**Year 10 Work Experience: Parent/Carer Consent Form**

In order to ensure you receive important information about your child's work experience placement, please complete this form in full to consent to share your email address with NYBEP and return it to school no later than **Friday 25<sup>th</sup> October 2024**.

**Student details**

First name:	Surname:	
School:	Year:	Form/Tutor Group:

*Information will be stored securely in compliance with the Data Protection Act 2018 and current GDPR guidelines for the duration of participation in NYBEP programmes and afterwards for the statutory term set by Local Authorities, which is currently 7-10 years. After this all information is securely destroyed. For more information, please see our privacy notice via <https://nybep.org.uk/about/privacy-policy-2>*

**Signed**

Name:	Date:	Email:
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**Mr C Stokes**  
Headteacher

**Ms J Reed & Mr S Ingram**  
Chairs of Governors