



Banbury Road
Kineton
Warwickshire
CV35 0JX

T: 01926 640465

F: 01926 640872

E: enquiries@kinetonhighschool.org.uk

W: www.kinetonhighschool.org.uk

Headteacher: Ms Helen Bridge BA MA

Dear Employer

Student Work Placements: Monday 11th July – Friday 15th July 2022

Thank you for agreeing to accommodate our student for this period of Work Experience. I realise that this adds to your burden of work and I am very grateful to you for giving this student the opportunity to work with you. I would appreciate it if you could assist me by completing a short online form by following this link: <https://forms.office.com/r/WeijwShUM5>

This will ask you to outline the details of your place of work, the hours the student is expected to work and the type of work you expect the student to complete. It will also ask you to give details of your employer's liability cover as required by Warwickshire County Council and provide a brief statement of the possible health and safety risks involved with the student attending your place of work.

You may be contacted by a representative of the school to discuss these risks so a health and safety risk assessment can be carried out.

It would be most helpful if you could organise a very full programme of work in order that the student is kept busy for the whole of the period of work experience; these tasks can vary and include hands on tasks, shadowing; attending meetings or administrative tasks. Discussion with the student will help to clarify objectives and set realistic targets. It is hoped that a member of the school's staff may be able to visit or telephone the student during his/her placement. Can you please indicate on the online form as to whether you will need prior notice of this visit.

We do encourage students to contact employers for a pre-placement visit and hope you will be able to arrange this. In addition to this, we ask employers if they can encourage students to record their learning during their week in their Work Experience Diary. Any feedback in either a written or verbal format provided by an employer to our student will be very much appreciated.

With many thanks for your help and support.

Yours sincerely

Gemma Loveridge
Assistant Head Teacher