



Carnforth High School

24th June 2024

Dear Work Experience provider,

Thank you very much for agreeing to take a student from our school for their Work Experience Week from Monday 24th – Friday 28th June. We are sure that our students will conduct themselves in line with our school values of confidence, purpose and respect during their time with you.

By now the student should have contacted you to make sure that they are aware of the time they are expected to be at work, lunch arrangements, etc., but please do go over these again in your induction with them so that they are clear.

We have asked students on Work Experience to make sure that they contact both you and the school if they are unable to attend work for any reason. However, **for safeguarding reasons you must contact the school by telephone at 01524 732424 if the student does not attend the placement on time or you have any other concerns.** The student will also have given you a copy of our Employer's Guide to Safeguarding on Work Experience pamphlet. Please read through this.

We aim to visit you to see how the placement is going and to speak with the student as well. This year we aim to conduct the majority of visits within the first three days of Work Experience. We will aim to call in advance, if possible, especially where your business may not operate within normal working hours.

During the week, the students have a workbook to complete. In this they make notes about any work they have done, skills they have used, health and safety information they have been given, etc. **At the end of the week they will ask you to complete the short 'Employer Review.'** This is most easily completed online by responding to the email sent out by Unifrog, our Work Experience software, just as you did when agreeing to the placement. However, if you feel you will be unable to complete the review in this format we have also given the student a paper copy that you could use instead. Please do be honest in your feedback!

If you have any queries or concerns please do not hesitate to contact us at school by telephone on: 01524 732424. Alternatively, you can contact us on our direct email addresses (shown at the bottom of the page) if your query is less urgent.

Yours faithfully,

Mr E McGauran

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Ms A Taaffe

Careers Administration Assistant
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