

Headteacher: Joel Hinchliffe

Parkwood E-ACT Academy, Longley Avenue West, Sheffield, S5 8UL

T: 0114 231 0221 **F:** 0114 232 6751 **E:** info@parkwoodacademy.org.uk

W: www.parkwoodacademy.e-act.org.uk

13th June 2024

Dear Parent or Guardian of year 10 student

It is Parkwood's work experience week coming up 17th -21st June for year 10 students. If your child has secured or been offered a work placement as mentioned in my previous letter. This placement opportunity will allow them to develop transferable work-related skills and gain an insight into a career area. If you need a reminder of the details please contact us. If your child has not accepted a work placement, they should come in to school as normal.

During the week your child does not need to come in to school, every day, they should attend the place of work experience instead. If you are unsure of the details of your child's work placement please contact the school and this will be shared again. If the workplace is closed on a certain day, your child should come in to school instead on that day. The school has worked with Sheffield City Council to carry out safety checks on the placements and ensure they are supportive.

Key expectations for work experience:

- Attend all agreed dates of your work experience placement. If you are unable to attend you must let the placement provider and school know straight away.
- Your child has been asked to contact the placement to introduce themselves and confirm final details if they have not met before, please ensure they have done this.
- If your family is celebrating Eid and will be taking time off, it is important they let the placement know
- Comply with individual course and subject requirements for work experience.
- Abide by any Health and Safety Regulations communicated to you and in general to pay due regard to your own safety and that of others.
- Behave appropriately whilst in the work place and adhere to all the rules and regulations discussed with the employer at your induction.
- Ensure you are suitably dressed and/or wear any Personal Protective Equipment (PPE) as instructed as part of an induction which you should receive on your first day.
- If you or your child are worried or concerned about your placement, contact Mrs Hanson in school or on the phone so we can support you to overcome any problems. You can call contact the work experience team on 0114 2310221
- If you or your child have any safeguarding or safety concerns while on placement, please contact your tutor or the Safeguarding Lead at school, Mr Henderson immediately.

A staff member will be in touch with all placements during the week and as many as possible will receive a visit. We look forward to hearing the positive progress of your child in the placement and welcome any feedback from yourselves also

Kind Regards,

Caroline Hanson (Careers Leader) and Gregg Henderson (Assistant Headteacher)

