



Westfield School

Chorus Education Trust

November 2019

Dear Parent/Carer

Work Experience - Monday 1st June – Friday 12th June 2020

Students in Year 10 have today been issued with information about this year's Work Experience that will take place for 2 weeks from 1st June to 12th June 2020.

In this pack is a sheet that outlines some key information for parents, including a section on frequently asked questions. There is also a consent form which you are asked to complete and return as soon as possible to Mrs Daughtry. This form also asks for you to identify any medical conditions that prospective employers would need to be aware of.

In addition a Self-Placement Form is included which will need to be completed by students, parents/carers and the employer before being returned to school. **An initial deadline of Friday 28th February 2020 has been set for the return of all completed self-placement forms.** This year is the first year that Westfield School are not working alongside Opportunity Sheffield, this means as a school we will not have a bank of jobs provided to us by an outside source. Therefore we strongly urge all students, parents/carers to source their own placement. I will of course be on hand to help students and have some knowledge of the local area/organisations we have used in the past but starting with family, wider family and friends is strongly recommended.

Please note that when a placement has been found it is crucial that the prospective employer has Employers Liability Insurance (ELI). Details are requested on the placement form. Please bear this in mind, especially if you are planning a placement at a small business or family based placement. Further details on ELI are on the information sheet provided.

Thank you in advance for your co-operation and support but should you have any concerns or require any further Information, please do not hesitate to contact me via the school reception.

Yours sincerely

Mrs Daughtry
Work Related Learning Advisor
Westfield School

Outstanding Achievement for All

Head of School: T 0114 248 5221
Mr J Birkbeck F 0114 247 0779
Westfield School E enquiries@westfield-admin.co.uk
Eckington Road W www.westfield-chorustrust.org
Sheffield, S20 1HQ



The Company of
Cutlers in Hallamshire



Follow us on  @WestfieldSheff

