

November 2021

Dear Parent/Carer

Ref: Year 10 Work Experience: Monday 27th June – Friday 1st July 2022

As part of our careers curriculum at Codsall High School all of our year 10 students, without exception, are expected to attend a work experience placement. We believe that it is important that young people have the opportunity to get an insight into the work place, preferably linked to their intended career path, at a time when they are considering their next academic steps.

All placements are for one week and this year will take place week beginning Monday 27th June finishing on Friday 1st July 2022. **Please note: All work experience placements must be UK based only.** All students are responsible for finding their own work placement. You can help them with this by sitting with them and accessing our new Work Experience database **WorkExperienceSpace**.

- Go to www.workexperiencespace.co.uk
- A student's username is their **given school email address** eg: **josephbloggs16@ch-pb.com** and the password is **Codsall2021**
- Click on **Open Menu** then **My Placement Search** to browse the work experience database
- If your child finds a company they would like to do their work experience with, they must make contact with the manager / supervisor of the company. If accepted, ask them to complete the health & safety form, then return it to student services
- Your child will not be allowed to go to any company until a risk assessment has been carried out by Entrust staff and the company added to their database.

Where possible placements should be in the following areas:

- Staffordshire
- Wolverhampton
- Telford
- Shropshire

Anyone wishing to go to placements outside the west midlands area unfortunately may be asked to pay for the cost of the H&S inspection, at a cost of £50 per inspection. For further information regarding this contact me on the number below.

All requests for work placements must be in by: **Friday 18th February 2022**

Yours sincerely



Mrs E. Alexiou
Work Placement Co-ordinator
Codsall Community High School
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