



Queen Elizabeth II High School

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HEAD: Ms. S. M. MOORE, B.A., M.B.A.



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Dear Parent/Guardian

As part of the school curriculum, a two-week work experience placement is being organised for every student in Year 10 from Monday 17th June to Friday 28th June 2019.

This is an extremely valuable and exciting opportunity, designed to give each student a greater understanding of the world of work and the opportunity to work with adults other than teachers.

The most successful and meaningful placements are those that students have taken the initiative to arrange for themselves. Therefore we encourage everyone to consider carefully their future career aspirations and then contact a suitable company to arrange a 'self-placement'.

We do, however, ask that students review the database of placements first as a placement may have already been offered. I have attached a list of the current positions which are available on the database. Should your child wish to apply for any of these positions, they MUST do so via the database.

Before contacting an employer, students should first talk to me and, if I am satisfied that it would be a suitable placement, the student will be given a Self-Placement Form. This will need to be completed and signed by the employer, the student and a parent/guardian and must be returned to the school by **Wednesday 24th April**.

****Please note the strict deadlines in the Work Experience Guide attached. These are to ensure that all relevant checks can be undertaken by the employed.im Work Experience Coordinator**.**

Should your son/daughter fail to secure a self-placement, the work experience database has a very comprehensive list covering all employment sectors. Every attempt will be made to offer each student who uses the database a placement that matches his or her aspirations, however, no guarantee can be made that every first choice placement will be available.

All placements (including self-placements) will be checked for suitability by employed.im who has been allocated this responsibility by the Department of Education, Sport and Culture. Students will be afforded protection and rights under all current employment legislation.

Parents should be aware that any information we hold regarding medical conditions and special educational needs will be shared with employers if we think it is relevant to the placement.

Further information regarding work experience placements can be found in the accompanying information leaflet. Alternatively you can visit <https://qe2.sch.im/pages/index/view/id/11/Work%20Experience> where you will find helpful information. If you have any further queries please do not hesitate to contact us.

Yours faithfully

Mrs A Walker
Director of Studies