

# Ysgol Harri Tudur Henry Tudor School

Headteacher/Pennaeth  
Mrs Fiona E.J. Kite  
BA(Hons), PGCE, CLT, FoCT, NPQH

Learners First Dysgwyr yng Nghyntaf

11.04.2024

Dear Parent/Carer,

RE: Ysgol Harri Tudur Sixth Form Work Experience 2024

As part of the Sixth Form Summer Programme, students are expected to confirm a single week of work experience (between the dates of Monday 1st and Friday 5th July 2024), this experience is intended to assist them in confirming which career paths may be suitable for them either immediately post Sixth Form, or most likely post Higher or Further Education.

Students have been spoken to about the need to carefully select their placement either from a Pledge List (spreadsheet) forwarded to the school by the Education Authority and shared with Mentors to discuss with learners, or an employer that is willing to go through the PCC vetting process. I am very pleased that many students have already contacted potential providers and have provisionally confirmed placements on the basis of a verbal agreement with employers, and students are now requested to confirm those arrangements in writing so that the school and Education Authority can formally acknowledge the placement. Where students are yet to make initial enquiries about placements, I advise them to investigate options without any further delay. Whilst each school used to be allocated its own 'week', that is no longer the case with a number of schools and there is significant competition for places and many students from other schools will no doubt already be requesting placements on our dates.

Please find attached a 'Work Experience Placement Form', this is of vital importance, not only to ensure that parents and students have an open dialogue over professional (& academic) futures, but equally to ensure that the placements secured by students are enjoyable and ultimately safe for them to undertake.

The Work Experience Placement Form should be provisionally completed by students, parents and employers then submitted via the Google Classroom - completed forms will then be passed to PCC for prohibition and limitation checking. It is students' responsibility to ensure they have completed this form with all necessary details and contact the company in the first instance to ensure they are willing to offer a placement. **Completed forms to be returned by Friday 10<sup>th</sup> May at the latest.**

Once PCC have approved the placement, some placements may send a Prohibitions / Restrictions form signed by the employer. This outlines guidelines that must be followed whilst on placement. This must be read, understood and signed by the learner. This must again be submitted via the Google Classroom, to be sent back to PCC.



[www.henrytudorschool.wales](http://www.henrytudorschool.wales)

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  @YsgolHT

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Work experience is highly beneficial to students when considering their futures and especially to students considering entering the world of work immediately following Year 12 or 13; furthermore, it is also hugely advantageous to students in their UCAS applications as the completion of a work experience week, particularly one linked to possible degree course content or one which includes transferable skills, demonstrates a clear focus and commitment to universities.

Whilst it is hoped that all students will be successful in securing a placement from the pre-agreed Pledge List (which we are unable to circulate to parents, but which students can still access via Mentors), the school acknowledges that some students will inevitably prefer a placement from a provider not on the list or beyond the region covered by the Pledge List.

I must point out that where students select a placement which cannot be vetted, either because the provider's paperwork is not returned, they do not have sufficient Employer / Liability insurance, are listed as a prohibited industry or are ineligible for vetting due to their location (in most cases beyond Carmarthenshire and Ceredigion) or any other reason, the school and Education Authority **will not endorse the placement** and should students continue to undertake such a placement (with your consent) then students will be marked as an **unauthorised absentee** for the duration of the placement.

This is done to safeguard the student and the Authority. However, I entirely appreciate that some such placements are highly valuable and may not be possible within the area due to the nature of the industry or because of family links etc, consequently whilst an unauthorised mark will be given, it will not count against students' ongoing attendance threshold; nevertheless, parents must accept sole responsibility for such placements and a letter requesting such acknowledgement will be sent out.

Please do not hesitate to contact me with any enquiries regarding Work Experience. Work Experience is frequently a life changing and career affirming process and whilst it is impressive when students undertake all facets of the research stage independently, it is important that parents remain integral to the confirmation process as your consent is still required and your appreciation of why students wish to undertake the placements they have chosen is essential in supporting students in their ongoing education and professional futures.

Yours sincerely,

*JMK*

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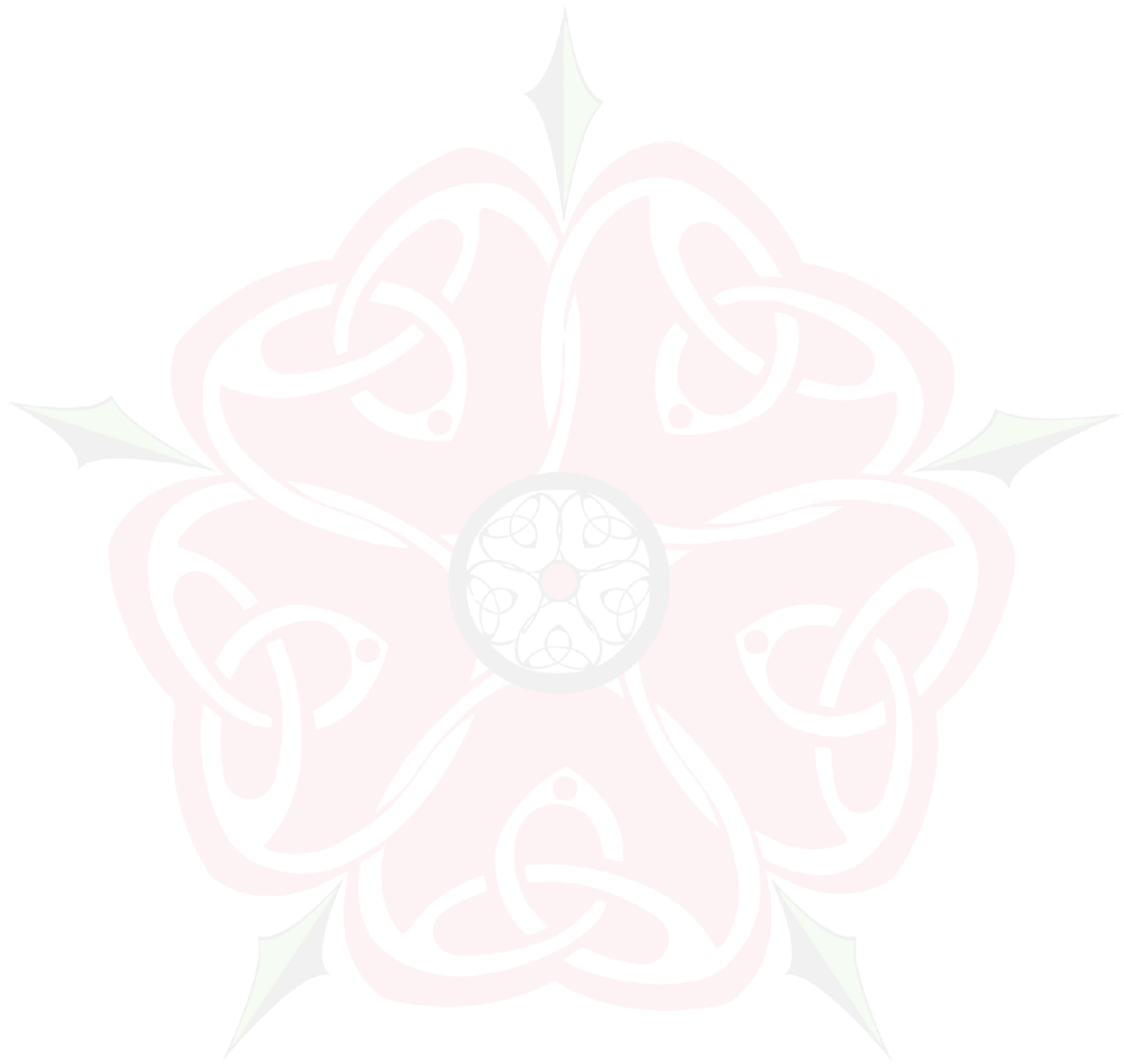
# Ysgol Harri Tudur

Mrs H McMillan **BSc Hons, PGCE**  
Head of Sixth Form/ Leader of Key Stage 5

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