



Hinde House

2 - 16 ACADEMY

Creating excellence together

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Executive Principal: Victoria Simcock

January 2020

Dear Parent/Carer

**Work Experience: Monday, 7<sup>th</sup> - Friday, 11<sup>th</sup> September 2020**

All Year 10 students will shortly be considering and deciding where they would like to find a placement for their one-week work experience, scheduled in the second week of autumn term of 2020.

It is expected that students research and find their own placements, based on recommendations from family, friends or staff. A small handful of suggested placements can be offered through the Sheffield Council based 'Opportunity Sheffield' office, which monitors, organises and allocates support to Sheffield schools to help your child with their research and contacts.

We take work experience very seriously and our students are supported and prepared in great detail to ensure a successful placement. All Year 10 students are expected to participate in this entitlement – it is not optional. It will form a basis for their college and job applications in Year 11.

Students will need to organise their own self-placement by following the school's procedures as outlined on the back of this letter. **Students who do not organise a work placement will be expected to attend school as normal.**

Please ensure that the important work experience dates, **Monday 7<sup>th</sup> September to Friday 11<sup>th</sup> September 2020** are noted down, especially as they fall just after the summer break.

If you have any queries, please do not hesitate to contact Mrs Shakespeare (Head of Year 10) or Mrs Birrane (Work Experience Co-ordinator).

Yours sincerely

Mrs M Birrane  
Careers Leader

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## **PROCEDURES FOR STUDENTS ORGANISING OWN SELF-PLACEMENT**

1. Please complete and return the '**parental consent form**' attached, including any medical/health/special educational needs information the potential employer/school will need to know



2. When a potential employer has been found, students to personally collect an orange '**self-placement form**' and an '**employer letter/agreement**' from Mrs Birrane (in D1, or Careers Office on E)



3. When the orange self-placement form and employer letter is explained and handed over, the student must **contact the employer** again and arrange a meeting with them.



4. At the meeting, the employer will need to complete and sign the **employer section of the 'self-placement form**' and be handed the '**employer letter/agreement**' as their acceptance to the placement. This meeting is preferably to be organised in the student's own time e.g. after school or during the weekend.



5. The fully completed self-placement form – **signed by the student, the employer and parent/carer - must be returned to Mrs Birrane** ASAP for Insurance and Health & Safety checks to be made by 'Opportunity Sheffield'. Until the 'Opportunity Sheffield' office has organised, checked and approved the placement for Health and Safety and Insurance purposes, there is NO guarantee of this placement going ahead.

As the autumn term is very popular with other schools for work experience, the earlier a student can organise their own placement and have it approved the better.

Mrs M Birrane  
Work Experience Co-ordinator