



## Work Experience

We consider formal letters of application for work experience from students in Year 12 or above. Students in year 13 who reach the age of 18 will need DBS Clearance before any placement can start.

Unfortunately, we do not now support work experience for pupils in Years 10 & 11 due to the nature of the needs of our pupils and the vulnerability a young student could face. This has been a very difficult decision to make, and we do appreciate that students who wish to explore career pathways within education or health and social care need the opportunity to explore schools and similar settings. The complexity of our setting is such that accommodating young students creates numerous difficulties not only for the health, safety and wellbeing of our pupils and staff but also potentially for placement students themselves.

A letter of application should be made directly to the school by the student seeking a placement, and **not** made by a parent, carer, friend, teacher or tutor. We view work experience holistically and application for a place is the first step in seeking and gaining 'work'. Your application should very clearly identify the reason for your placement request and what you wish to gain from it.

Letters of application should be emailed to [info@orchard.sandwell.sch.uk](mailto:info@orchard.sandwell.sch.uk) or posted/ hand delivered to the school and should contain contact information for the candidate applying for placement, telephone number and email address.

After an application has been received and considered, a follow up email will be received to identify whether the application has been agreed. Additionally, the applicant will most likely be invited in to view the school and collect relevant information about the placement and our expectations of students whilst with us.

We take the subject of safeguarding extremely seriously and recommend that you read the safeguarding policy PRIOR to making an application. This can be found on the school website [download.asp \(orchard.sandwell.sch.uk\)](http://download.asp(orchard.sandwell.sch.uk))