



## Supporting Your Child to Find A Placement

- Talk to your child about the type of experience they want. It's important for your child to have a keen interest in the organisation they attend.
- Ask your own place of work, family & friends, local employers. Details of employers who have previously offered work experience placements can be found on the school website in the "Work Experience" area.
- Make sure your child can get to the placement. Parents/carers are responsible for their child's safety and costs when travelling to and from a work placement.
- Pupils should request a placement themselves directly by telephone, email or in person. An email/letter template is available on the school website in the "Work Experience" area.
- If there is no response after a few weeks, encourage your child to contact the employer again.
- Once a work experience placement has been confirmed your child will need to have the "Work Experience Consent Form" completed by you and the employer.
- To allow time for Health & Safety checks to take place, all placements must be confirmed by **Monday 17<sup>th</sup> June 2024**
- For help and advice, you and your child can speak with Miss Y Duckworth – Work Experience Co-Ordinator using the following details:

Telephone Number

0121 464 9901

Email address

[careers@bwa.kevibham.org](mailto:careers@bwa.kevibham.org)

[y.duckworth@bwa.kevibham.org](mailto:y.duckworth@bwa.kevibham.org)