



# Robert Smyth Academy

RW/TC

December 2023

Dear Parent/Guardian

**The Robert Smyth Academy Year 10 Work Experience Programme 2024 – 24<sup>th</sup> to 28<sup>th</sup> June**

In June 2024 your son/daughter will be invited to take part in the Academy's Work Experience programme. This will be a **one week** placement from **Monday 24<sup>th</sup> June to Friday 28<sup>th</sup> June 2024**.

Work Experience is a central part of our students' work-related learning. During their placement students will learn what the working world is all about, while learning more about themselves and developing personal and social skills. I would point out that this week is an extension of the classroom, with tasks to be completed.

It is important to note that **the Academy is charged for the vetting and administrative work** relating to work experience placements by the Leicestershire Education Business Company (LEBC). Previously, this cost has been subsidised by the government but that funding no longer exists. However, this facility must be maintained to ensure the health and safety of our students. The Academy therefore requires a non-refundable payment of £37.00 in order for your son/daughter to be able to take part in the work experience programme. Payment should be made via ParentPay. Please note that students who receive Pupil Premium will be exempt from this charge.

Students should find their own placements through relatives, friends or by contacting employers direct. Please note that only placements in **Leicestershire and Northamptonshire** are guaranteed. Placements in other areas are not guaranteed but may be considered in certain circumstances.

The completed Application Form should then be handed into Student Services no later than **Tuesday 12<sup>th</sup> March**. Please note that it is crucial that we receive the Application Form within this deadline as the Health and Safety vetting is out of our control and can take time to finalise. Any medical, dietary or any other known factors should be completed on Section A of the form. Once the Application has been processed, Student Services will issue the final document – the Work Experience Agreement – which should be signed and returned to Student Services to finalise the placement.

While on Work Experience no formal payment will be made to students and, unfortunately, the Academy cannot provide travelling expenses.

Please note that all documents and further support can be found on the Academy website by following the link:

**<https://www.robertsmyth.tgacademy.org.uk/parents/work-experience-documents>**.

I hope this is helpful but please do not hesitate to contact me or the team in Student Services if you have any queries.

Yours sincerely

**Mr R Webb**

Work Experience Co-ordinator



Part of Tudor Grange Academies Trust

Burnmill Road, Market Harborough, Leicestershire, LE16 7JG  
01858 440770 office@robertsmyth.tgacademy.org.uk www.robertsmyth.tgacademy.org.uk

@RSA\_celebration