



**Headteacher: Tim Marston**  
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Dear Parents/Carers

I am writing to inform you of the exciting opportunity for your son/daughter to complete a week's work experience placement from Monday 27<sup>th</sup> June 2022 to Friday 1<sup>st</sup> July 2022.

At Wreake Valley Academy we understand the importance of students experiencing the world of work, employers and their expectations. We recognise the role Work Experience can have on inspiring young people to achieve their potential. On completion of the Work Experience week students will be awarded a Certificate of completion. This can be used as a reference for applying for A-level courses, college courses, apprenticeships and employment.

I would strongly encourage your son/daughter to consider taking this opportunity to complete work experience. Work experience is optional and any students not participating will be attending lessons in school as normal that week.

Wreake Valley Academy are working in association with LEBC (Leicestershire Education Business Partnership) to source and arrange appropriate work placements for our students. In order to achieve this there is a cost of £59 per student. This covers liaising with employers to arrange an appropriate placement programme and creating a job description, risk assessing the place of work, carrying out the necessary insurance checks on the employer and other operational administrative tasks. If you wish to use the services of LEBC to arrange your son/daughters work placement you will need to complete the following Form (Form A -Work placement application form).

The cost of the work experience can either be paid in two instalments of £30, the 1<sup>st</sup> instalments to be paid by Monday 4<sup>th</sup> October and the 2<sup>nd</sup> instalment of £29 paid by Monday 1<sup>st</sup> November. Alternatively, the cost can be paid in full by Monday 4<sup>th</sup> October. Payments must be made by Wise pay. Please note all payments are non-refundable.

If you do not wish to use the services of LEBC to arrange the work placement for your son/daughter, then there is the option to arrange a suitable placement independently. If you choose this option then you will need to complete Form B -Self Placement Form. The cost for LEBC to carry out the necessary risk assessments and insurance checks and other operational administrative tasks will be £51.

The following forms are included in this pack:

- A - Work Experience Application Form
- B -Self Placement Form (this only needs to be completed if you want to arrange the work experience yourself).

The permission slip attached and where applicable the appropriate form needs to be completed whether or not your son/daughter is taking part in the Work Placement week. The form should be



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handed to Miss Dexter in the Main Office, no later than Friday 29th October. The student guide to aid completing the application form can be found in our Careers section of the Wreake Valley Academy website. Each tutor will also have a copy that can be accessed during tutor time. If you have any queries, please don't hesitate to contact me.

Kind Regards

Geoff Parkinson  
Careers and Aspirations Co-ordinator  
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### Work Placement 2021/22 – return to Miss Dexter in the Main Office

Name of student:..... Tutor Group:.....

- I **give** permission for my son/daughter to take part in the work experience week.
- I **do not give** permission for my son/daughter to take part in the work experience week.
- I wish to pay in instalments and have made a payment of £30 through my WisePay account to cover the first instalment
- I wish to pay in full and have made a payment of £59 through my WisePay account
- I would like to arrange work experience for my son/daughter independently and wish to pay in instalments through Wisepay
- I would like to arrange work experience for son/daughter independently and wish to pay in full (£51)

Signed .....

person with legal responsibility for the young person

Date .....