



# ULVERSTON VICTORIA HIGH SCHOOL



Springfield Road, Ulverston, Cumbria LA12 0EB

Telephone: 01229 483900 Facsimile: 01229 483902

Web: [www.uvhs.uk](http://www.uvhs.uk) E-mail: [uvhs@uvhs.uk](mailto:uvhs@uvhs.uk)

Headteacher: Mr Denis Fay B.Sc. (Hons), N.P.Q.H. Head of School: Mr Matthew Hardwick B.A. (Hons), N.P.Q.H.  
Deputy Headteacher: Mrs Susan Hewson B.A. (Hons), N.P.Q.H.

Our Ref: KHe/SA

*Every day is a learning day*

19<sup>th</sup> July 2017

Dear Parent

It is our intention this year to offer unpaid work experience from Monday 5<sup>th</sup> to Friday 9<sup>th</sup> March 2018.

The five day placement will offer your child an insight into the real world of work. The experience will help him/her to make realistic choices about apprenticeships or higher education when he/she leaves school. The placement may also provide your child with a valuable reference that can be used when completing post 16 applications. All students have the same entitlement to this opportunity not withstanding their disability or special needs. However, we will need to check with the prospective employer as to the health and safety requirements of the placement in order to ensure students personal safety.

To help you identify a placement that may be of interest to you, the school has access to an extensive database of placements which closely mirrors the local job market. The database may be accessed via the school website: [www.uhvs.uk](http://www.uhvs.uk) > School > Careers and Apprenticeships > Work Experience database.

The username is: Ulverstonstudent (all one word and Ulverston has a capital letter).  
The password is: Springfield (beginning with a capital letter). Click 'login' Click 'search for a placement'

There are numerous ways you can search for placements on this database, including entering a specific employers name or using the 'opportunity title' enter a particular sector e.g. plumbing or using the drop down box and search by 'category'. To narrow the search enter a relevant post code e.g. LA12 for the Ulverston area, LA13 or LA14 for the Barrow area etc. Click on the magnifying glass image for more information about each placement. Enter your choice of placement on the enclosed UVHS form.

We would encourage you to visit the database and discuss the various available placements with your child prior to completing the attached form. Whilst we will endeavour to match placements to your child's preferred area of interest, this cannot be guaranteed. The purpose of the placement is not to provide an experience in their area of interest, but is an opportunity to sample and learn about the world of work, regardless of the specific work undertake.

Please be aware that if you chose a placement in the motor vehicle or construction industry, you may be required to provide your own boots and overalls.

Work experience placements carry significant regulations and guidelines. Certain forms of placements are barred to children under 16. Legally, all placements, including those arranged by yourself, must be health and safety checked. Prospective companies must hold Public and Employers Liability Insurance. These requirements are checked by CEBP who manage the work placement database and carry out risk assessments. UVHS will arrange for all risk assessments to take place and a copy of the relevant paperwork will be sent to you before the placement begins.

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Some health conditions are notified to work placements for your child's safety. If your child has a health condition which may impact or be relevant to your child's work experience placement, school will notify the placement unless you let us know the recorded medical needs cannot be shared. If your child has a medical need please inform school to update their records.

Although it may seem a long time away, it can take many months to finalise placements and complete the necessary paperwork. If your child wishes to participate in the work experience programme we would ask that they choose an employment area by completing the attached form in order to give us the best chance of finding a suitable placement. If they have a specific placement or a personal contact they would like to use, please complete these sections too. Please note, we are unable to accept personal contacts for placements at BAE Systems.

We will run support sessions in September for those students who require further guidance in completing this form. However, it would be helpful if you could discuss this with your child and return the completed choices and consent form to the school office by **Friday 8th September 2017**.

Please indicate if your child will not be attending work experience, by refusing consent at the bottom of the enclosed form.

If you have any further questions, please do not hesitate to contact me at school on 483900.

Yours sincerely

**Miss K Herrington**  
Employability Coordinator