



29<sup>th</sup> March 2022

Dear Parent/Carer,

**Year 10 Work Experience week – Monday 23<sup>rd</sup> – Friday 28<sup>th</sup> May 2022**

Year 10 students will be undertaking a full week of work experience during the last week of the May term. It is a school expectation that all students will secure a placement on work experience for that week. Year 10 teaching and tutorial staff will be visiting each student to monitor the placement. Non-attendance for part of the week will be viewed as an unauthorised absence and the school attendance policy will still apply.

Year 10 students have been supported by the tutorial team and careers lessons since January to help them secure a placement. The final deadline for all students organising a placement is Friday 1<sup>st</sup> April 2022.

If your child is yet to secure a placement, please can you support them at home in this final week. Each student has received a work experience booklet with details of how to apply for a placement and a link to a database with examples of placements in the local area.

I have attached to this letter, the database login details and the form to complete and return to school.

If you require any further information, please do not hesitate to contact me.

Mrs. K Knight  
Careers Leader



### Student Information

Tutor Group:

Name:

### Work Experience Dates

Mon 23rd - Fri 28th May 2022

### Business/Organisation Information

Name and address of business/  
organisation (including postcode)

Telephone/Fax

E-mail

Contact name

Type of work offered

Hours to be worked (e.g. 9am - 5pm)

Any other relevant information for school/  
student (e.g. lunch arrangements)

Employer Liability Insurance details:

Insurance company

Policy number

Expiry date

Do you require an interview/meeting with the student prior to work experience? Yes  No

**The Meden School**  
**Burns Lane, Warsop, Mansfield.**  
**Notts. NG20 0QN**  
**Please contact Mr T. Gibbon**  
**Telephone 01623843517**



For School use only:

Health & Safety checked/date requested

Confirmation to employer

Placement authorised & agreed

Paperwork printed and issued

## Student Process to look at placements on the Work Experience Database.

- Go to: <http://safetymeasures.work-experience.co.uk>
- Click on Student Login
- User Name: [medenstudent](#)
- Password: [Meden33!](#) (Note this MUST be a capital M)
- Click 'Search for Placements'
- Enter information into as many fields as required:
  - e.g. Choose 'Retail Business' from the category Drop down box, and enter the first part of the postcode, eg. NG20
- The results will show in a list at the bottom of the page.
- Click on the Job Title (e.g. Retail Asst)
- This give you more details of the job including address and contact details.
- On the left hand side you can click to view the location on a 'Google Map'
- Also a link is given to a Travel line Journey Planner to plan the route to get there.
- At the bottom of the page it lets you know if the placement is Approved for Health and Safety and what date it expires.
- There is also an option to print the page from here (prints Black and White).

Please note that agreement must be made with the employer to take you on the placement. Just because they are on the database doesn't mean they will take you on a placement