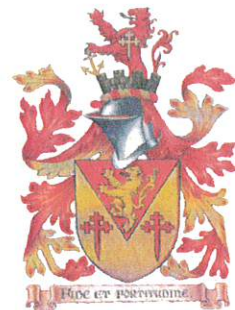




WESTCLIFF HIGH SCHOOL FOR GIRLS

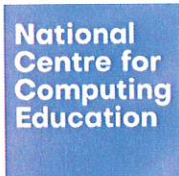
An Academy Grammar School
Headteacher: Dr Paul Hayman BSc



Kenilworth Gardens, Westcliff-on-Sea, Essex, SS0 0BS



Telephone: 01702 476026
Website: www.whsg.info email: generalenquiries@whsg.info



Dear Sir/Madam

Work Experience Letter of Understanding – 7th June – 18th June 2021

In order to ensure that the implications of the Work Experience scheme are fully understood by both the employer and the school, I would like to seek your agreement to the following points:



Science

1. The pupils will be carrying out meaningful work during the period of their work experience. The work will be planned by a responsible person and the pupils will be given appropriate instructions before, and supervision whilst carrying out tasks.



Engineering

2. The employer will raise the awareness of the pupils to matters of Health & Safety. The employer will ensure that the pupil is not required to operate any hazardous machine, to work in any hazardous environment, or to carry out work of an unsuitable or objectionable nature. The employer will supply any special or protective clothing required by the pupil whilst performing the work.



3. The pupils will not be allowed to work outside the hours stipulated on the Placement Confirmation Form.



Southend-on-Sea

4. The employer will (as he/she would for paid employees) accept, or insure against, liability for loss, damage or injury caused by the pupil, while acting as servant of the organisation, to the employer's property, other employees or a third party.



5. In case of accident or sickness the employer will notify by telephone and without delay, the Work Experience Co-ordinator of the pupil's school, and the pupil's home (if a telephone is given). The pupil will be allowed to use whatever first aid facilities the employer provides.



I should be grateful if you would confirm that this Letter of Understanding is acceptable to you by signing the Letter of Understanding Confirmation Form. This form, the Employers Indemnity Insurance Confirmation Form and the Pupil Placement Confirmation Form should be completed and returned to the school via the pupil intending to accept the work experience or the employer offering the placement.



Yours sincerely



Mr J MacNamara
Leader in Careers and Enterprise



seeat
SOUTH EAST ESSEX ACADEMY TRUST

