



RIDGEWOOD  
HIGH SCHOOL

## Work Experience Information for Parents/Carers

### Launch:

The launch is timed to give your child the best opportunity to find quality Work Experience (WEX). If they are interested in finding a placement with a popular employer (these include medical practices, theatres, vets etc.), then to avoid disappointment they need to apply now. Pupils may not be able to gain a placement in their preferred profession, but **any placement** helps them gain valuable skills for the world of work and is beneficial to their CV. Social development and experience of workplace practices, is valuable regardless of profession at this stage.

### Company Information Form:

This is the form the employer needs to complete agreeing to host the placement and is included in the pack your child has been given. Could you please ensure that the employer has listed their **Employers Liability Insurance** details as this is vital.

*Please note that until this form is received by the school the Health & Safety process is unable to commence.*

### Health and Safety Checks:

These are undertaken for all placements. This will be completed by the Local Authority on our behalf. It can be a lengthy process, so it is vital we adhere to their strict deadlines. Therefore, we request that all students have secured a placement and return the WEX placement offer form (completed by the employer) to school no later than **5<sup>th</sup> February 2024. This should be handed to Miss Haines as soon as you receive it, from your WEX placement.**

Health and safety checks for placements within the Dudley Borough are free of charge.

Please note **all** other areas including Birmingham, Sandwell, Walsall, Coventry, Warwickshire & Worcestershire all carry charges, as they are conducted by external agencies. Though your child is welcome to take placements in these areas, please be aware that the checks can take much longer and the charges to you range from £50 upwards.

### Deadlines:

The process from start to finish is very lengthy and your support in filling consent forms on EduLink for your child is very much appreciated. Below we have listed the forms and deadlines.

- **Ridgewood High School WEX Medical Form - As soon as your child's placement is secured. This must be before 5<sup>th</sup> February 2024.**
- **DMBC- Company Information Form - Return by 5<sup>th</sup> February 2024 at the latest, this will be on paper.**

Thank you for your support during this process.



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