



# The Belvedere Academy

*'This is an outstanding school' - Ofsted 2015*

Principal, Mr P M Kennedy

17 Belvidere Road, Princes Park,  
Liverpool, L8 3TF

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Web | [www.belvedereacademy.net](http://www.belvedereacademy.net)

February 2016

Dear Parent/Carer

## **Work Experience 27/6/16 – 8/7/16**

We are writing to inform you that all students in Year 11 will be given the opportunity to undertake a period of work experience from Monday, 27th June to Friday, 8th July 2016. This is designed to give each student a greater understanding of the world of work, prepare them for the responsibilities and opportunities of adult life and to work with adults other than teachers. Please note that this is **not compulsory**.

Students are required to find their own placement and have been issued, via Firefly, with a booklet to assist with the process. All placements are required to complete a 'work experience placement form' which is also available to download on Firefly. Students need to pass this form to the placement provider for completion and it then needs to be signed by yourself and your daughter before returning to the Academy. We also need you to pass the 'letter of agreement' form (again on Firefly) to the placement provider for their reference.

On receipt of the work experience placement form, we will record the form and send a copy to 'my work-experience.com' who are the company undertaking our suitability and Health and Safety checks for each placement. The placement form needs to be returned to the school as soon as a placement has been agreed but no later than **Friday, 1<sup>st</sup> April 2016**.

As all placements are health and safety vetted, there is a £35 non-refundable administrative fee that we would ask you to pay. Payments need to be made when the paperwork is submitted and again, no later than Friday, 1st April 2016. Payment should be made on-line by the ParentPay system OR at a local convenience store displaying the PayPoint logo. Those parents wishing to pay cash should contact the Finance office on 0151 727 1284 to request the option to pay via PayPoint. If there are extenuating circumstances as to why this payment cannot be processed, please contact Ms Carroll at school.

HSBC 





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We strongly advise students to start looking now for a placement as there are many schools which go out on work experience during the Summer Term so competition for placements is high. If students do leave looking for a placement until nearer the deadline they may be disappointed if they cannot obtain a placement of their choice.

Students also need to consider the location of the placement as they will be expected to make their own way to the workplace and are required to work the provider's normal working hours.

Students are requested to keep the above dates free of commitments. We suggest that arrangements are made well in advance to change any commitments, such as part time employment, should they clash with work experience hours. Any voluntary or paid work undertaken by a student that has not been arranged and approved by the Academy is not classified as 'Work Experience' and hence any arrangements are the responsibility of the parents. However, please note that work experience undertaken as part of the curriculum must be approved by the school as part of our duty of care, even if it is arranged by parents.

Further information will follow throughout the year however you will find all information and copies of the paperwork on the school website. If you have any questions please do not hesitate to contact us.

Yours sincerely

**Ms S Carroll**  
Lifskills Co-ordinator

**Mr S Jamieson**  
Assistant Principal

HSBC 



Girls' Day  
School Trust

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