

# A Step by Step Guide – Students & Parents

1. <https://www.highamlaneschool.co.uk/workexperience>
2. Watch the Power Point Presentation & read through the Parent Information Booklet
3. Find your own Work Experience Placement – use all possible networks. Support available from Mrs Mitchell
4. Complete the Work Experience Placement Form & return it to Mrs Mitchell at school, by your year group deadline date. Complete & submit online or print off & return to Mrs Mitchell
5. Complete an EV4 form & return to Mrs Mitchell by the same date. This form is on the school website for you to download & complete or ask your child to get one from Student Services

Once your forms have been sent into school, **Mrs Mitchell will then contact your employers and send them all the relevant information they need. You do not need to do anything else.**

Health & Safety checks will be completed by school within a 35mile radius of the school free of charge.

If your placement is over 35miles away, checks will be completed by an external company and the cost of this will be passed onto parents/carers. If you are receipt of pupil Premium, a contribution of £30 will go towards this from school and you will need to pay the rest yourself.

If you have any questions or queries please contact Mrs Mitchell at school.

