



1 June 2020

Dear Parent/Carer and Student

Re: Work Experience 2020

Thank you for your patience and understanding with regards to the recent and developing Covid-19 outbreak in the UK and its impact on our Enrichment Week and Work Experience 2020.

Thank you to parents and carers who have individually emailed the College. As you can appreciate this is a fast-moving situation. We are constantly monitoring government advice and applying this across our College risk assessments and procedures.

Sadly, given the Covid-19 situation at this time, the College is no longer able to proceed with the organised Work Experience Week occurring in the summer term. This has not been an easy decision to make, but it is essential that safety remains our number one priority, for both students and our staff.

All individual placements, the Sports Leadership Course, Football Refereeing Course, Babcock, Marines, Navy and RAF placements are cancelled and students will not now be covered by Careers South West.

Work experience is an important opportunity for students at a critical time in their education, and therefore we are looking at alternative ways in which to support our students in their careers' education for the remainder of their time with us. At this time, we are unable to reschedule the Work Experience week.

Babcock Work Experience

For those students who had secured a place with Babcock, over the next few months Babcock will be reviewing the feasibility of whether they are able to invite students to take part in a Work Experience Day. Babcock will contact the College and students at the earliest opportunity with the aim of providing further details if they are able to take this forward.

Gaining Work Experience

Students might like to consider seeking work experience in their own time (holidays or weekends) once things are more settled. Please note that work experience outside of College hours is a private arrangement between a student and an employer. As the College is not involved in this students will not be insured by the College.

Can I still attend my Work Placement in June?

Unfortunately the College cannot sanction any private work experience arrangements.

Contacting your Work Placement

If students have arranged their own placements, please could they let their employer know of their plans/cancellation. The College will endeavour to send a letter to all placements thanking them for their participation in our Enrichment Week 2020.

Payment Refund

All payments that have been made by parents/carers towards Careers South West, or for courses, will be fully refunded by the College. However, this process will take 2 - 3 weeks to complete. Therefore, we ask all parents and carers to be patient during this period of time.

All refunds will be paid directly back to individual ParentPay accounts. Once the money has been refunded, all parents/carers can log onto ParentPay and find information that explains how to put the money put back into your bank account or onto your card.

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Please allow time for the College to refund each transaction made. If you have made several payments, each individual payment has to be refunded.

To assist with the refunding process please can all parents/carers take note of the following points:

1. do not make any further payments via ParentPay
2. do not request individual refunds via ParentPay
3. do not email the College requesting individual refunds.

Please be assured the College is doing its utmost to ensure the safety of our students and to ensure all refunds are made efficiently. Please do email enrichmentweek@ivybridge.devon.sch.uk if you have any questions or concerns.

We thank you in advance for your support through this difficult time. I would like to take this opportunity to thank you for any hard work you have put into organising the week for your son/daughter.

Yours faithfully

Helen Reddy

Head of Performing Arts and Enrichment Week Lead