

July 2019

Dear Parent/ Guardian

### Important information re Work Experience 2020

In Year 10 your son/daughter will have the opportunity to undertake a week's Work Experience between Monday 9<sup>th</sup> - Friday 13<sup>th</sup> March 2020.

Work experience is invaluable for pupils in their personal and academic achievement and we are keen to ensure that all our year 10 pupils benefit from this unique opportunity to experience the working world.

Those pupils, who arrange their own work placements, appear to gain the most benefit from the programme and for this reason we are asking all pupils to arrange their own placement. This should help them to experience an environment where they might like to work in the future (including part time work when they may be at College) and understand about the process of finding and applying for a job.

We would like to encourage pupils to try and secure a placement, or think where they would like to go, over the summer holidays.

To arrange their own placement, we ask pupils to take their Own Arranged Placement Form (yellow form) attached to this letter and they should either go in person to employers, or telephone them, to ask about the possibility of a work placement. Once the placement has been agreed, pupils and employers need to complete the Job Description for the week. This covers identifying the type of work experience available and also dress code and working hours etc.

We have also provided each pupil with a "Guide to finding a work experience placement". This provides useful information on the process of finding a placement and also details of employers that have previously supported work experience placements.

When arranging their placement, it is vital that pupils check that potential employers have the necessary **Public and Employers Liability insurance** required to take on young people. If a pupil does not make an effort to find a placement and we are unable to help, they will spend the week in school and be given the opportunity to catch up with work.

Your child should not be taken out of school for any reason during Work Experience week and any absence during Work Experience week could be recorded as "unauthorised absence".

It should be made clear that pupils should not hand in forms containing details of placements they have **not contacted**, nor had signed by the person responsible for arranging placements. If this does happen, it is possible their placement will be cancelled and they will not be allowed to take part.

Please talk to your child over the summer, about choosing somewhere they are interested in and not just somewhere their friends want to go. It is very rare for more than two pupils to be taken on at the same place and especially if they are friends.

Pupils must make sure that they follow the rules and regulations set by the work place, including start and finish times, break and lunch time arrangements. We would also point out that, depending on the type of work involved, they may find the working hours are outside of school times. Some industries start as early as 7.30 a.m. and finish early and some may finish as late as 7.00 p.m. but with a later start. In industries such as hairdressing they may be given a day off during the week but expected to work a Saturday and in options such as construction/mechanics they may be required to have safety footwear and overalls.

Once an Own Arranged Placement form has been received in school and the placement has been checked, pupils cannot change their minds and swap to another place.

Please discuss all this information with your son/daughter and ensure they are aware of the processes and formalities involved.

The deadline for the Own Arranged Placement forms to be handed in is **Monday 2nd December 2019**. If your child has not returned their form by then, or asked me to help with their arrangements, they may not be able to take part in the process. If you require any further forms, they can be downloaded from the school website.

Thank you for your continued co-operation. Please do not hesitate to me, if you need any further information or guidance.

Yours sincerely



Penny Hudson  
Careers Lead