

Work Experience Parent/Carer Guide

What is work placement?

- Five days every year, Year 10 students attend a workplace environment.
- There will be no lessons in school during this week.
- Students source their own placements privately.

What about travel arrangements?

- Students will have to travel independently, at their own cost, from home to their work placement, with your support and advice.

What can a student do for work placement?

- We advise students to look *broadly* at their current career ideas and not limit their choices to one specific area. The placement should be something that they will enjoy and will add to their personal experience.

What restrictions may there be?

- At 15 years of age some establishments will not be able to offer placements for reasons of insurance, company policy, or Health and Safety (Young Persons) Regulations 1997. However, this is not usual.
- Confidentiality must be observed at all times and some professions may not allow participation because of the confidential nature of their business e.g. legal, medical, etc.
- Qualifications/experience may also prevent certain opportunities becoming practical experiences e.g. physiotherapy may be able to offer observation as part of other duties, but not 'hands-on' experience.
- Providing a Public Service – often involves all of the above e.g. Citizens Advice Bureau.

How can parents/carers help?

- Some of the employers/professions above will willingly offer work placements to the children of employees.
- Parental contacts, friends, relatives can bring about a work placement, which would not be possible under other circumstances.
- Help your son/daughter to meet ALL deadlines (see 'Timeline' over).

Pay/Merit

- The student will not receive any payment for the work placement.

During the placement

- During the week, every student will complete a record of their work placement.

Feedback/Monitoring

- During work placement each student will be allocated a member of staff who will, ideally, visit the student at his/her place of work. However, if this is not possible, staff will make contact during the week by phone.
- If the student is going to be absent from their placement on any day they must inform their employer first, and then the school.

Work Experience Timeline

Tuesday 22nd February 2022 *FINAL DEADLINE*****

Students sourcing their private own placement must have completed and submitted the “**Work Experience Private/Own Placement Request Form**” AND a “**Student Medical Information and Consent Form**”

25th APRIL 2022

All students **MUST** contact their work placement to introduce themselves and reconfirm details. Some placements will require a preliminary meeting prior to the work experience week. This can be arranged at a convenient time for the student and employer outside school hours.

4th JULY-8th JULY 2022

Work placement. There will be no lessons in school for any Year 10 student during this week.

11th JULY 2022

Work placement de-briefing 10.

The months ahead are extremely busy and there is a great deal of work placement paperwork to administrate, so your patience and help would be appreciated in ensuring your son/daughter makes their selections within the specified time frame and returns paperwork immediately - but **at the latest** by the above deadlines.

Careers Co-Ordinator	Mrs S Merrigan
Director of Learning Year 10	Mr W Sarjeant
Assistant Headteacher	Mr L Hyde