



YEAR 10 WORK EXPERIENCE 2024 - A GUIDE FOR PARENTS

In the Spring Term your child will be completing one week's compulsory work experience. This is an educational activity planned to increase pupils' awareness of the real world of work. The following guide explains the aims and learning outcomes, details regulations for work experience and clarifies what your child needs to do next.

The Aims of work experience are:

- To provide an experience of the real world of work.
- To help students understand and develop the key skills and personal qualities which are sought by employers.
- To ensure that our students are well prepared for the adult working environment.
- To help students understand the relevance of school to future work and learning.
- To improve the employability of the students.
- To help students make informed decisions about their future careers.
- To develop maturity and self-confidence.

The Key Learning Outcomes:

Students will be presented with many learning opportunities throughout their placement. In addition, they will be able to:

- Identify, understand develop and assess the key skills and attitudes they need to survive in the world of work.
- Identify differences between school and the world of work.
- Identify and understand the importance of Health and Safety issues.
- Improve their interview technique.
- Understand the concept of Equal Opportunities.
- Write a formal Thank You letter.

IMPORTANT INFORMATION

Please read the following information and ensure that you and your child are familiar with the regulations surrounding their work experience.

Health and Safety

ONLY PLACEMENTS WHICH HAVE BEEN CHECKED FOR HEALTH AND SAFETY CAN BE USED. Children are seen as being particularly at risk because of their inexperience and immaturity. Understandably, schools are required to exercise a duty of care when students are in school or taking part in school activities like work experience. As part of the careers programme involving planning for work experience students are given information of the importance of Health and Safety within the workplace.

Insurance

It is the responsibility of the placement provider to cover any insurance matter. The employer will be covered through their Employers Liability Cover and their Public Liability Cover. Whilst carrying out health and safety checks, St Mary's CE High School will ensure that the employer has the necessary insurance cover. If you are arranging a private placement the companies insurance details must be completed before handing in your form to the Careers Lead. **If you are arranging a private placement with a family member who has less than five employees you must contact Mrs Gaulton directly.**

Health and Medical

It is important that the school and employers are aware of any health or medical issues which may affect the students during their placement.

Travel

Students will be expected to cover their own travelling expenses.

Pay

No payment should be made. The work experience programme is part of the student's education and does not constitute employment. Any payment invalidates the insurance cover.

Hours

Students will be expected to fit in with the general hours of work at their placement.

Timekeeping and attendance

Students should attend for the whole week and should arrive punctually each day for work. If for any reason a student is to be absent or late it is the student's responsibility to notify both the employer and the school of the reason why. Failure to do so will result in the student being recorded on the register as unauthorised absence. Mrs Gaulton, Careers Lead & Careers Adviser, can be contacted by telephoning **01992 629124** or emailing admin@st-maryshigh.herts.sch.uk

Dress Code

Students are expected to dress appropriately for the environment in which they are working. Information about the dress code or special protective clothing for Health and Safety purposes will be included in the details provided by the employer on the placement sheet.

Interviews

ALL students are expected to arrange an interview with their placement supervisor 6-8 weeks before the placement commences. Students must notify the Mrs Gaulton, when this interview is going to take place. Students must only use their school email and only give the school address for correspondence.

Diaries

Students will be issued with an online work experience diary which they will be expected to complete on a daily basis. There will be a section for employer and parent comments. This must be handed in to their form tutors on the Monday after their placement has ended.

WHAT NEXT?

1. Year 10 Assembly

All year 10 students will have an assembly about their work experience during January 2024.

2. Source a Placement

Following on from last year's change students are actively encouraged to find their own placements within specialised workplaces or geographical areas. It is important to note that private placements may not be guaranteed for several reasons; including health and safety, police records or an inappropriate workplace. All placements will need to undergo Health and Safety checks. A work placement form can be printed off from our website <https://st-maryshigh.herts.sch.uk/careers-ceiag/> or alternatively your child can collect a form from the careers office (TU2). **The deadline for private placement forms is Thursday 30th October 2023.**

3. Link2 Placements

These are placements sourced by our colleagues at Services for Young People. They will be within the local area and will cover a range of industries. Students will be given individual login details to access the Link2 placement database in December. The placement list will be published online and will be available for students to look at from **Friday 1st December 2023**. Students will be able to access the website from home. Students are asked to make a first, second and third choice of placement. In the event of more than one application per placement, the school will allocate the placement based on a number of factors such as, distance to the placement and suitability of the role. Every effort will be made to ensure that all students receive one of their three choices of placement, and where this is not possible, an alternative placement will be agreed between the student and the school's Careers Lead. When a student has been allocated a placement a parental agreement form will be sent home with your son or daughter; this needs to be returned the next day so that we can then send the employer their agreement form. Failure to return the Link2 parental agreement form quickly will mean the placement may be offered to another student who had also requested the same placement. The placement will not be confirmed until the employer has returned their agreement form. Details of how to use the Link2 placements website will be emailed home nearer to the time.

If you have any questions or require help with sourcing a placement for your child please do not hesitate to contact me.

Kind Regards,

K Gaulton

Kerry Gaulton,
Careers Lead & Careers Adviser