



YEAR 10 WORK EXPERIENCE - A GUIDE FOR PARENTS

In the Summer 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 pupils understand and develop the key skills and personal qualities which are sought by employers.
- To ensure that our pupils 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 pupils.
- To help pupils make informed decisions about their future careers.
- To develop maturity and self-confidence.
- To raise pupils career aspirations.

The Key Learning Outcomes:

Pupils 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.
- Learn about the many opportunities available to them in the future.

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 BY THE SCHOOL 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 PSHE programme involving planning for work experience pupils are given information of the importance of Healthy 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 Catholic 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 Mrs Gaulton, Careers Leader. 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 pupil during their placement.

Travel

Pupils will be expected to cover their own travelling expenses.

Pay

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

Hours

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

Timekeeping and attendance

Pupils should attend for the whole week and should arrive punctually each day for work. If for any reason a pupil is to be absent or late it is the pupil's responsibility to notify both the employer and the school of the reason why. Failure to do so will result in the pupil being recorded on the register as unauthorised absence. Mrs Gaulton, Careers Leader, can be contacted by telephoning **01279 654901 ext. 240** or emailing info@stmarys.net.

Dress Code

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

Diaries

Pupils will be issued with a 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 pupils will have an assembly about their work experience during January 2020. Pupils will get the opportunity to hear from students in Year 11 who attended work experience in July 2019.

2. Provide Parental Consent

Pupils CAN NOT take part in Work Experience without parental consent. Parental Consent forms must be completed and returned to the school before any placement can be processed. A parental consent form has been attached to this guide and is also available on our schools website under Curriculum in the Careers section. **This MUST be returned by Friday 17th January 2020.**

3. Source a placement

Private Placements

In a change this year pupils are actively encouraged to find their own placements within specialised workplaces or geographical areas. **If the placement is outside of Hertfordshire/Essex borders there will be a non-returnable administration charge of £10.00 payable to St. Mary's Catholic School in advance.** 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 stmarys.net under Curriculum and go to the Careers section or alternatively your child can collect a form from the library. **The deadline for private placements is Friday 3rd April 2020.**

4. Tips on sourcing a placement

- * Encourage your son/daughter to look for their own placement
- * Persevere! You may not get the first placement you approach.
- * Go it alone – it is best if student's search for placements independently and not with a friend as employers are less keen to take students in pairs/groups.
- * Think about the location and cost of travel.
- * There are various ways to search for a placement: by foot, internet search, asking friends & family, by phone, by email/letter or come to the drop in clinic in the library for some advice.

Please feel free to contact me by emailing info@stmarys.net if you have any further queries.

Kind Regards,

Kerry Gaulton,
St Mary's Careers Leader



Work Experience For Year 10 Pupils 2020

Parental Consent Form

I, _____ (Name of Parent/Guardian)

Give my consent for my son/daughter;

Name _____ Form _____

to participate in the Work Experience programme from **6TH JULY – 10TH JULY 2020**.

I understand that no payment in respect of work done may be made although employers may offer assistance with fares and lunches if they so wish.

I know of no medical reason why _____ (name of pupil) should not take part in Work Experience. If there are medical considerations/special needs which may affect the type of placement which would be suitable, please indicate here: _____

I understand that this form is to be signed and returned **NO LATER THAN Friday 17th January 2020** to Mrs. Gaulton, St Mary's Careers Leader.

Signed: _____ (Parent/Guardian)

Date: _____