

13 September 2012

## To Parents/Guardians of Year 10 Pupils

Dear Parent/Guardian

### Re: Year 10 Work Experience

On Thursday 15 September during Assembly we will be launching Work Experience to our Year 10 pupils. Work Experience will take place from 2 – 6 July 2012 (Enrichment Week).

We value work experience very highly it is extremely useful in equipping them for the world of work and to get them to think about the next step after school and their aspirations.

#### The aims of Work Experience are:

- a) to ensure that young people are well prepared for the adult working environment
- b) to help young people understand the skills and personal qualities which employers expect of them
- c) to help young people extend their personal and social skills and develop self-confidence

Work Experience at this school consists of a 3 stage programme. In school, before the placement, pupils prepare for the experience by thinking about issues such as personal qualities and health and safety in relation to the world of work. The central element is a structured placement with an employer, lasting one week. During this time pupils observe and participate in real work activities, the results of which they record in a diary. Their work in school following the placements helps them to consolidate what they have learned and to share experiences and knowledge with classmates.

#### Pupils gain:

- a) an understanding of the skills and attitudes needed to survive in the world of work
- b) better motivation to acquire skills and qualifications for adult life
- c) an increased appreciation of industry and its role in the community, and of the structure of business
- d) an introduction to safe working practices
- e) an opportunity to test their skills and attitudes and their adaptability to the pressures of a real working environment
- f) experience of what it is like to work as part of a team
- g) increased knowledge of career areas in which they might be interested
- h) a broader outlook, by investigating an area which they may not have previously considered
- i) the opportunity to learn for themselves how to handle a working environment – what to do and how to behave

Pupils are expected to find their own placements, preferably **NOT** with members of their own family by Wednesday 14 December 2011 (school deadline). It is advisable to find placements as soon as possible, especially if placements are wanted in areas such as animal work, art and design etc. Companies with contact names and numbers that have taken pupils in the last two years are displayed outside the KS4 office; please encourage your child to take a look to get some ideas. Tutors and members of the KS4 team also have access to a database with numerous contacts covering a very wide area. Pupils will be encouraged to use the database during Tutor time and are also welcome to come to the KS4 office during break and lunchtimes to get assistance. Once pupils have found a placement, they should complete the attached Prospect Insurance Form, or download the form from the school website. ***The form must then be returned to the KS4 office for processing. It is advisable to keep a copy for your records.***

All employers offering a placement are required to be checked to ensure they comply with relevant health and safety legislation regarding work experience. Central government funding for these checks was withdrawn with effect from April 2011, but as we value the experience that pupils gain from Work Experience the school will meet the costs of all checks for pupils who undertake a placement in Gloucestershire (or within 15 miles of Cirencester if the placement is in Wiltshire). Checks for pupils at employers outside of this area will incur a higher charge which we cannot afford to fully meet and we will therefore be asking parents to contribute £20.00 towards the cost of the health and safety check if your child's placement is outside of this area.

Please note that placements **are not** checked by us, we use a company called Prospect Training who we have successfully worked with for a number of years, they are an outside agency specialising in this area. Following changes to the system of Health and Safety checking within their company, forms received after the **18 January 2012 will not** be processed, which means a Health and Safety check will not be carried out after this deadline.

Information can be found on our website under Careers/Further Education/Choices which we will update regularly. We encourage pupils to take responsibility and to keep you informed and updated at all points of the process, pupils will be given an assembly again before they go out, which we will upload to the website. Preparation will also be done in PHSE lessons to ensure pupils are fully prepared for their week.

#### **Summary of important dates**

Letters home to Parents	13 September 2011
Launch of Work experience in Year 10 Assembly	15 September 2011
Pupils tasked to find a placement - deadline	14 December 2011
Reminder letters sent for pupils not placed	during December
Standstill assembly for pupils	middle of June

Please do not hesitate to contact the KS4 Office should you require further assistance.

Yours sincerely

James Johnson  
**Head of KS4**

Attached