

September 2019

To the Parents/Guardians of Year 10 Pupils

Dear Parent/Guardian

Re: Year 10 Work Experience

In October we will be launching Work Experience to our Year 10 pupils. Work Experience will take place during our annual Enrichment Week 29 June to 3 July 2020

We value Work Experience very highly, it is extremely useful in equipping our pupils for the world of work and encouraging them to think about the next steps after school and their future aspirations.

The aims of Work Experience are to:

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

Work Experience at this school consists of a three stage programme. In school, before the placement, pupils prepare for the experience by thinking about issues such as personal qualities required 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 which time pupils observe and participate in real work activities. Their work in school following the placement helps them to consolidate what they have learned and to share experiences and knowledge with their classmates.

By participating in Work Experience our 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, attitude and 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, such as what to do and how to behave

Our pupils are expected to find their own placements, preferably **NOT** with members of their own family. It is advisable to find placements **as soon as possible**, especially if placements are wanted in areas such as animal work, art, and design. Tutors and I can help with suggestions for placements if this would be helpful. Once pupils have found a placement, they should complete the attached Careers Company placement request form, or download the form from their iDeer page or the school website. ***The form must then be returned to me in the Pastoral Office for processing by 31 January 2020. It is advisable to keep a copy for your own 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 in 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).

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Please note that placements **are not** checked by us, we use County Careers Ltd based in Cheltenham. They are an outside agency specialising in this area. We share the information on the placement request form with County Careers using a secure system and we have data protection procedures in place with them.

It is advisable that any medical conditions are discussed with the employer prior to any final arrangements that are made, as our Health and Safety check will not cover this.

We encourage pupils to take responsibility and to keep you informed and updated at all points of the process. Pupils will attend an assembly again before they go out, which we will upload to the website. Preparation will also be done in their PSHE lessons to ensure they are fully prepared for their week.

Summary of important dates

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| Launch of Work Experience in Year 10 Assembly | October 2019 |
| Reminder letters sent for pupils not placed | end November 2019 |
| Deadline for pupils tasked to find a placement | 31 January 2020 |
| Standstill assembly for pupils | June 2020 |

Please do not hesitate to contact me should you require any further assistance.

Yours sincerely



Anne Burfoot
Work Experience Co-ordinator

Enc. Careers Company placement request form