



October 2023

To the Parents/Guardians of Year 10 Pupils

Dear Parent/Guardian

Re: Year 10 Work Experience

Work Experience is one of the valued events in the school calendar that we are really pleased to offer each year. We are now launching this for the current Year 10 and it is planned to take place from **Monday 1 to Friday 5 July 2024**. We appreciate that this is still a difficult time for many businesses and want to work with our employers to facilitate the process.

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 are to:

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

Work Experience consists of a three-stage programme. In school, before the placement, pupils prepare by thinking about issues such as the 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 our pupils gain:

- an understanding of the skills and attitudes needed to succeed in the world of work
- better motivation to acquire skills and qualifications for adult life
- an increased appreciation of industry and its role in the community, and the structure of business
- an introduction to safe working practices
- an opportunity to test their skills, attitude and adaptability to the pressures of a real working environment
- experience of what it is like to work as part of a team
- increased knowledge of career areas in which they might be interested
- a broader outlook, by investigating an area which they may not have previously considered
- 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 just as they will need to apply to post 16 education and employment in the future. 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, Mrs Gordon, Mrs McPherson and I can help with suggestions for placements if this is needed but we would ask that pupils are proactive in looking first and asking for help. Once pupils have found a placement, they should complete the attached Careers Company placement request form, or download the form from their Show My Homework. ***Please return the form as soon as possible to the Pastoral Office and the final deadline is 26 January 2024. 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).

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 their placement, 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

Launch of Work Experience in Year 10 Assembly	October 2023
Deadline for pupils tasked to find a placement	26 January 2024
Standstill assembly for pupils	June 2024

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

Yours sincerely

A handwritten signature in purple ink that reads "Brace". The signature is stylized with a large, looped 'B' and a cursive 'r'.

Cath Brace
Assistant Head

Enc. Careers Company placement request form