

Dear Parent

Work Experience Week – Monday 11th July – Friday 15th July 2022

We would like to encourage all our Year 10 students to take part in a one-week work experience placement. Such an experience offers many benefits including raising aspirations and developing employability skills. During that week, normal lessons will not be running so the students will not “get behind” with their work, and instead each student will attend their chosen work experience placement.

All Year 10 students will be provided with advice and guidance on how to find a placement, and there will be sessions in the run up to the placement to prepare them to get the best out of the experience. We are encouraging students to find their own work experience placements, which is an important part of learning about the process of applying for jobs. We would recommend they do not delay in starting to find a placement as the best opportunities will be taken soon.

They should try to find a placement in an area that they are interested in and that reflects their ability and future plans. Students should make such contact under the guidance of an adult, either at home or in school. We recommend students use their school email address and do not contact individuals via social media. Parents will want to help their children to get a suitable placement, by using people they know and giving advice about what to say and accompanying them to visit private premises they do not know. Placement providers will need to have employers’ liability insurance, and students must either attend an actual workplace or work alongside someone – they cannot work remotely or “set themselves up in business” for the week.

Once parents and student are happy with the placement, there is a form, on green paper, for you to complete. This form has three sections:

1. Student agreement to attend it and follow all reasonable instructions.
2. Parental consent for the work experience placement.
3. Details of a contact at the placement.

The form should be completed by Friday 25 March 2022, and returned to House Support Office or given to Mr Fenby in person. All placements are subject to approval by parents and the Headteacher.

The deadline is important as each potential placement needs to be confirmed and risk assessed by an external provision company, which takes considerable time for the whole year group. A placement cannot go ahead without going through this process and receiving approval from school.

Students have been advised that if they are having difficulty in deciding what to do or where to start to seek advice from their form tutor and parents and relatives. Some large companies and public services will have established programmes for work experience and other organisations like Primary schools will be used to having work experience students. For many smaller employers it may be the first time they have hosted a work experience student and so they may need you to explain the process to them. Please encourage your child to speak to their form tutor or myself if they are in any doubt about what to do in this process. You will probably have contact details for your child’s tutor, and they will be able to offer good advice as they will know your child well. You can, of course, contact me about any aspect of the work experience programme, including to make any specific arrangements for your child. There is some information attached to this letter that may help you and your child with the process.

Finally, if you, or your employer, are able and willing to offer a placement to any of our students at your place of work, please contact me with details so that I can match the placement up with a suitable student. We would be extremely grateful if you could support us in this way and look to build up links with the local and wider community so that we can offer work experience to future cohorts.

Yours sincerely,

Mr J Fenby
Work Experience Co-ordinator
Head of Humanities

fenbyj@hallparkacademy.org.uk

WHY DO WORK EXPERIENCE?

Work experience benefits our young people in many ways. They become more mature and focussed, are able to inform their career choices post 16, develop employability skills and generally gain an important insight into the world of work. Often, young people who have not always felt positive about their experiences in school get on really well in this new environment. They return with an excellent report and are then inspired to achieve more in their final year at the school.

During work placement, students are encouraged to gather evidence in a work experience log book to outline their activities, people they have worked with and the skills they have developed. The log book also contains vital comments made by placement supervisors. In one sense, it doesn't matter where young people gain their experiences of work as long as they are in a safe working environment under supervision. However, often the best placements are those which will inform future career choices for the young person, whether those experiences confirm what they would like to do or not.

WHAT TO EXPECT

It is important to be aware that students should not expect to be paid for the work they do; work experience is valuable for the experience and the way it helps students to think about what they want to do in the future.

Students should not work for more than 8 hours per day and should do 5 days of work over the week. Working antisocial hours, before 7am and after 7pm will need agreement with the school.

WORK EXPERIENCE PLACEMENT PREPARATION

Finding your own placement

1. **Decide on the type of work you would like to do.** It may be related to an idea for a future career or just an area of work that you would like to experience. At this age, all Work Experience can be equally valuable regardless of the careers link, providing it gives you a good opportunity to develop your Employability Skills.
2. **Look for a placement by asking your parents, relations and friends, if they know anyone doing the type of work that you are interested in.** You can also ask your tutor. Enquire at customer service desks, look at shop fronts and businesses in your local area, research in libraries and the internet. **Discuss your ideas with your parents and tutor.** Ideally, you should not arrange a placement where you will be working where you already have a part time job. It is important that Work Experience is a 'new challenge' in terms of people and environment.
3. **Consider the location.** You need to take into account where you live, how you will get there and how long it will take to get there. You should discuss this with your parents.
4. **Contact the company or organisation and ask if they are prepared to accept you for Work Experience.** This can be done by telephone/personal visit or letter. Make sure that you know the dates of your Work Experience and advise the company of these. Think about why you would like to do Work Experience within that organisation and remember to be enthusiastic in your communication.
5. **Once you have confirmed a placement you will need to ask them for some information for the green form.** The form must be completed in full before you bring it back to school.
6. **The Company must have Employer's Liability Insurance otherwise you will not be able to go there for Work Experience.** They will need to be able to give the policy number and expiry date to us, or our representative, at some point before your placement begins.
7. **The completed form should then be returned to House Support Office before the deadline date of Friday 25th March 2022.** Your placement will be checked for suitability, insurance and health and safety before it is finally confirmed that you can go there for Work Experience.

MAKING A TELEPHONE CALL TO SECURE A PLACEMENT

Before you dial:

- Have a pen and paper ready to record any information you are given
- Make sure you know the correct number
- Make sure you know the correct name of the company or organisation you are trying to contact
- If possible, find out the name of the person you are trying to contact in advance. (If not, you can ask the first person who answers for the Human Resources Manager, Personal Manager, Work Experience Supervisor)

Making the call:

- Ensure that there will be no distracting background noise (e.g. music, traffic, friends)
- Dial the correct number

When someone answers:

- Say 'Good Morning' or Good Afternoon as appropriate
- Introduce yourself, giving your name and your school
- Explain why you are phoning e.g. 'I am phoning to ask about the possibility of your company or organisation offering a Work Experience placement between **Monday 11th July - Friday 15th July 2022**
- Explain why you would like to do your Work Experience there
- Ask to speak to someone that can help you
- Remember to ask for the person's name
- If you don't feel confident to talk, write out what you will say on paper in front of you.

If you are passed to a different person:

- Introduce yourself again in the same way and repeat the information suggested above

If the person agrees to accept you for Work Experience:

- You will need to ask them for the contact information for the green form.
- The employer may wish to see you for an interview before they confirm that they will be able to take you for Work Experience. If this is the case you must tell your parents where and when it is, and discuss it with them, before you go.

Remember to always speak politely and clearly and remember to thank people for their help.

DRAFT LETTER TO AN EMPLOYER

Fill in your own details and send to the employer, ideally delivered by hand – don't forget to include reply contact details if not by email.

Use your school email address if emailing.

Your home address here

School email address

Date

Contact person in the Company or
Company Address

Dear Contact person in the Company or
Dear Sir/Madam

1st paragraph – introduce yourself and explain why you are writing e.g.

My name is..... I am a year 10 student at Hall Park Academy in Eastwood, Nottingham, and I am looking for Work Experience from Monday 11th July – Friday 15th July 2022.

2nd paragraph – explain what sort of Work Experience you are looking for and why you have chosen this company. Show that you have done some research about them.

3rd paragraph – give some information about yourself, e.g. what are your best subjects at school, hobbies, sports, interests, skills and abilities etc.

4th paragraph – finish your letter on a positive note and say that you are looking forward to hearing from them.

Yours sincerely (if addressed to a named contact)

Or

Yours faithfully (if addressed to Sir/madam)

Your signature

Your name in full

WORK EXPERIENCE STUDENT/PARENT AGREEMENT MONDAY 11TH JULY – FRIDAY 15TH JULY 2022

To ensure that all students who undertake a period of Work Experience are safe and have an enjoyable experience we require that you complete this agreement form and return via House Support Office by **Friday 25th March 2022**.

1. STUDENT CONSENT

Student's name: _____

Student's Date of Birth: _____ Preferred gender: _____

As the student named above I agree:

To take part in the Work Experience Programme. To hold in confidence any information about the employer's business which I may obtain during this work period and not to disclose such information to another person without the employer's permission. To strictly observe all the instructions of the person guiding me and to comply with all health and safety regulations so that I do not injure myself or any other person.

Student Signature:	Date:
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2. PARENTAL CONSENT

As Parent of the above mentioned student, I agree to my child taking part in the Work Experience Programme and acknowledge the need for responsible behaviour on his/her part so that they do not injure themselves or other persons. I acknowledge the necessity to provide the employer with medical and contact information and give my consent for the information contained on this agreement form being disclosed to the employer and third parties in connection with work experience.

Medical Information

1. Does your son/daughter suffer from any medical conditions which the employer should be aware of or which could result in an unnecessary risk to his/her health and safety or to the safety of another person?
Yes / No (Please circle) If Yes, please specify:

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2. Does your son/daughter need to take any medication whilst on their placement?
Yes / No (Please circle) If Yes, please specify:

Name of Medication	Dosage	Time of Day or Circumstances	Method of Administration

3. Is your son/daughter allergic to any medication? **Yes / No** (*Please circle*) If Yes, please Specify:

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Emergency Contact Numbers:

School will be the main contact in the event of an emergency between the hours of 8:30am to 3:00pm, however, your child may be required to work outside these hours and we are, therefore, required to supply the employer with an alternative contact name and telephone number. Please insert below the contact name and telephone number of the person to be contacted in the event of an emergency.

Name:	Tel No:
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I undertake to inform the school / employer as soon as possible of any change in medical or other circumstances between now and the commencement of the Work Experience Placement which the employer or school may need to be aware of.

I understand that information contained on this form will be forwarded to the Employer by School, and our third party risk assessor before your child attends their placement.

Due to GDPR legislation we require consent to share your emergency contact details with the work experience provider. Please complete this form and sign giving permission. **Without permission, your child will not be able to take part in their work experience placement.**

Parent Signature:	Print Full Name:
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Date:

3. PLACEMENT CONTACT INFO

Contact name	Company name
Contact email	
Contact telephone	
"Job title" of student placement eg General Assistant	Brief description of duties of placement or nature of work