

YEAR 10

WORK EXPERIENCE



9TH-13TH JULY 2018

September 2017

Dear Parents

RE: WORK EXPERIENCE SCHEME 9th-13th July 2018

As part of our work related learning programme we are organising one week of full time work experience for all Year 10 pupils. This will take place from Monday 9th July to Friday 13th July 2018.

Work Experience involves pupils from the school joining a firm in a working capacity in order to learn something of what is involved in 'the world of work' – working conditions, working disciplines, training etc. It helps pupils develop personal skills – adjusting to a changed environment and standards expected at work, also developing self confidence, self reliance and initiative. Work Experience in Year 10 is primarily a taste of the working world, if pupils manage to sample a possible future career, that is a bonus.

As Work Experience is part of their education, our pupils will not be paid. The scheme has been sanctioned by the Wolverhampton and South Staffordshire EBP, the employers and the Trade Unions and our pupils will be covered by appropriate insurance during their period of Work Experience. The placement will be contacted by a teacher from school who will check on the welfare and progress of the student.

Students are responsible for finding their own work experience placement. They will be offered guidance and support during their Citizenship Lessons this term. For ideas on businesses/ organisations to contact, students can use the Education & Business Partnership website: www.wolverhamptonebp.co.uk/school_login.html, **username name: thekingsstudent, password: Student1**

Could you please make sure that the parental consent form is returned to school before 10th November 2017.

Yours sincerely

A Usherwood-Brown

Mrs A Usherwood-Brown
PSHE Co-ordinator

September 2017

Dear Parents

WORK EXPERIENCE 9th-13th July 2018

This is an important letter containing a lot of detail. It has been divided into six main sections.

1. WHAT WORK EXPERIENCE IS FOR

All Year 10 students are entitled to a Work Experience Placement during the Summer Term. Further Education Colleges, Trainers and Employers expect our students to have completed a successful placement.

In these weeks leading up to Work Experience we as teachers and you as parents need to remind students repeatedly that Work Experience is not a chance to try out a chosen career BUT a chance to:

- **experience the adult working role and the world of work**
- **experience the differences between school and the world of work outside this school**
- **build on experiences of work, (e.g. part-time jobs) they might already have**
- **develop social and key skills, confidence and use of initiative in an adult environment**
- **critically consider stereotypes in the world of work**
- **learn about their strengths and weaknesses and maybe and only MAYBE....**
- **sample an area of work which holds real interest for their future.**

They will be in a working environment. Good manners, willingness to learn, good time-keeping are essential for success.

continued

2. COMMON PROBLEMS

If at any point during the Work Experience your son/daughter is saying things like “I want to change my place”, “I don’t like the jobs they are too hard,too easy too time consuming.... too menial”, “I don’t like my supervisor”, “I don’t like the safety clothes I have to wear”, **then please urge them to persevere.** They should also try to understand that work is not always pleasurable and it can involve tedium and working with and for others whom you would not choose as your friends!

If at the end of the Work Experience your son/daughter says something like “I’m determined not to end up in such a noisy, dirty, boring job” and is determined to work to get grades which will lead to more interesting choices then the placement will have been worthwhile.

3. WHAT TO DO IF THERE IS A SERIOUS PROBLEM

If in the course of Work Experience you do have concerns about the placement please contact us. Ask for your child’s Form Tutor, or Mrs Poole, Works Experience Administrator.

PLEASE DO NOT KEEP YOUR SON/DAUGHTER FROM WORK EXPERIENCE

Under no circumstances should your son/daughter come into school saying they want another place because..... they are unhappy in their placement.

They **must not** negotiate with friends and students on other placements and then come to tell us – “It’s okay for me to gobecause my friend is there and she says there is a place”.

There is no point in their coming into school asking for another placement. **It will not be possible to relocate students.** Some with older brothers and sisters may have some experience of this having happened in the past. It is no longer possible to respond to such requests. In the event of one or two students returning to school for whatever reason, eg employer sending back then **they will have to join lessons taken by either myself or one of the other Senior Staff.**

You will appreciate my reasons for these warnings. We enter into a goodwill business arrangement with local employers and the EBP. We are grateful they accept students – some of our contacts are long established and look forward to accepting our students. We have to remember that they are offering the Work Experience in the busy working schedule. This includes the placements in schools and nurseries. Another reason we cannot be as flexible as in the past is that recent legislation governing Health & Safety and insurance, means that we simply cannot switch children at short notice.

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4. ILLNESS

If your son/daughter is genuinely ill and has to miss time – notify the named contact person at the Work Experience as soon as possible, also notify the school.

5. HOW YOU CAN HELP US

Please assist your child in writing letters and making telephone calls to any businesses/organisations they are interested in working with. You may have your own business/contacts that would be in a position to offer work experience to your child or another King's student. Please let us know as soon as possible so that appropriate risk assessment checks can be carried out.

6. HOW WE SUPPORT YOUR CHILD

A teacher will endeavour to make contact with your son/daughter during the week to discuss how they are getting on. Upon return to school your son/daughter's work experience diary, which should be kept daily, will be checked.

If you have any questions or concerns do not hesitate to contact the school. Please complete the following **Consent Form** attached to this booklet as confirmation that you understand and support the school's Work Experience Programme.

Yours sincerely

A Usherwood - Brown

Mrs A Usherwood-Brown
PSHE Co-ordinator



PARENTAL CONSENT FORM

1. This form is an agreement between you, your child and the school, that your daughter/son will comply with the principles outlined in this book and in particular:
 - S/He will carry out all instructions given by the supervisor or responsible persons;
 - S/He must obey all safety, security and other instructions given by the employer;
 - S/He will not disclose any information confidential to the employer;
 - S/He will attend the placement for the whole of the agreed time and contact school in the event of problems.
2. I confirm that there are no medical reasons why my daughter/son may not participate in the school's work experience programme. If there are reasons, please contact the school.
3. My daughter/son's work placement details are as follows:

COMPANY/ORGANISATION

ADDRESS

.....

POSTCODE.....

CONTACT NAME

TEL NO.....

EMAIL IF KNOWN

ALL PLACEMENTS WILL BE RISK ASSESSED AND CHECKED FOR EMPLOYER'S LIABILITY INSURANCE

Your daughter/son will not be allowed to attend WEX without this Consent Form being signed by you and returned to school.

Student's Name

Form

Signed Parent/Guardian

Date