



Year 10 Work Experience

Tuesday 7th May to Friday 10th May 2024

Information for Parents and Carers

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1. Why we offer work experience

A recent survey showed two thirds of employers look for candidates with relevant work experience because it helps them prepare for work and develop general business awareness.

(UCAS website Jan 2017)

All Hurworth School students can experience work as part of their careers education in year 10. This allows them to

- Research suitable employers and contact employers and apply for placements
- Analyse their own strengths and aptitudes and identify linked careers
- Experience work and develop employability skills.
- Reflect on their work experience process.
- Identify their next steps as they move into year 11

Last term, students took part in an enrichment day “Preparing for work” where they covered key aspects of

- Workplace behaviour
- Health and Safety in the workplace
- Regulations relating to part time work

Feedback from students in previous years shows that students find it valuable: enabling them to either eliminate a potential career from their thinking or clarify their career plans further.

2. How we organise placements

In order to give students a realistic experience of work our work experience process mirrors real life with students expected to identify suitable employers and apply for placements themselves.

December 2023	Parent's information via Parent Mail and Year 10 Work Experience Assembly
22nd March 2024	Deadline for return of Employer Form (white) and completion of parental/carer consent (via Forms Link).
February 2024 to April 2024	School phone call to employers/ checks completed. Job descriptions prepared
From April 2024	Work experience pack including job descriptions, work experience Log Books and safeguarding instructions issued through form tutors.
29 th April to 3 rd May 2024	ALL students contact their placement to confirm they will be attending the placement and check first day arrangements
Tuesday 7 th May to Friday 10 th May 2024	Work experience week
May 2024	Debriefing session with tutors to reflect on their experiences.

3. Securing a placement

Students should source their own placement by contacting employers and asking if it is possible to arrange a placement from Tuesday 7th May 2024 to Friday 10th May 2024.

This initial contact can be made by email, telephone, in person or in writing.

Once students have found a suitable placement, they should complete the Blue Employer Form with the employer.

This Blue Employer Form should be handed into the Main Office for the attention of Mrs Hudson

It is at this stage that parents/carers consent is done via the forms link sent to you by parent mail.

**The deadline for the return of all forms is
Friday 22nd March 2024.**

4. Data protection

The information provided by the student and parents may be shared with employers either in writing or by telephone.

We may also need to share some basic information with employers. This is the information typically included on a CV for example date of birth, full name.

If you have any concerns about this, please speak to Mrs Hudson.

5. Medical needs

It may be necessary to inform employers of the medical conditions and needs of your child to ensure their safety whilst on placement.

This information is to be provided as part of the Forms link. Please note that any employer may refuse a placement if we are unable to provide the relevant health information.

6. Additional support for students with SEN

Some students with special educational needs will need additional support throughout the work experience process. (Supported Work Experience Programme) Cath Lawrence (SENDCo) is the person to contact if support is required.

7. Safeguarding

There is nothing more important than the safety of your child.

To ensure the safety of your child whilst on work experience, we insist that employers hold Employer Liability Insurance. This is statutory insurance that covers employees in the event of an accident at work. Students on Work Experience are considered as employees for the duration of their placement and are covered by this insurance.

In addition, we undertake checks to make sure that the placement is a suitable working environment for your child. The final decision on whether a placement can go ahead or not is made by our Designated Safeguarding Lead, Mrs Davidson.

If the student feels uncomfortable or unsafe at any time, they must tell someone. Ideally, they should speak to their supervisor straight away but if that is not possible, they should ring school on 01325 720424 as soon as possible and speak to Mrs Hudson or Mrs Davidson about it.

If the employer feels that a student's behavior is unsafe, they will withdraw the placement and inform the school. In this case the student must return to school the next day and can expect to spend some time reflecting on their behavior.

On their first day on their placement students should expect some training on staying safe eg. what to do in the event of a fire, plus some information on the rules and regulations of their chosen workplace.

8. Absence

If your child will not be attending their placement for whatever reason they should ring their employer to let them know, using the contact details provided on their job description. They should also inform school that same morning.

If a student misses their Induction Training an employer is likely to say they are unable to undertake the rest of the placement.

We ask that no routine medical appointments are made for Work Experience week. If it is essential that your child misses some of their placement it must be arranged in advance with Mrs Hudson, who will liaise with the employer.

9. Financial support

Students who are in receipt of free school meals at the time of Work Experience are entitled to £10 towards the cost of their lunch whilst on placement. Mrs Wright will contact these students before Work Experience week and tell them when to collect their money.

If students are asked to provide their own safety equipment it may be possible to borrow it from school. Please contact Penny Hudson to discuss this.

Contact details

Mrs Penny Hudson

Careers Lead

Email: phn@hurworth.swiftacademies.org.uk

Tel: 01325 720424

