

September 2018

Dear Parent/Carer

Year 10 Work Experience Programme 2018 - 19

Work experience will provide an opportunity for your son/daughter to spend time with an employer where they will carry out a range of tasks in the same way as an employee with the emphasis on learning. Work experience will help them put classroom skills into practice so they can develop the "Employability Skills" that employers look for.

Pupils will complete their CV and letter of application during the Autumn term in preparation for applying for placements. When choosing what to do on work experience, remember that it is not always about choosing a future career but about gaining experience in the world of work. The decision should be led by your son/daughter, your role is to encourage, support and also to help when they get rejections. Please help them understand that a rejection is not personal; the employer may not be in a position to help at this time.

We encourage pupils to opt for placements that will be challenging and offer fresh insights, rather than working in very familiar places with familiar people. Pupils will not be authorised to undertake placements working with members of their own immediate family or at the primary school they attended.

The school can assist with suggestions and offer guidance about securing a work placement, but we encourage and support pupils in arranging their own placements to suit specific interests in the first instance. The dates for work experience are:

R32, R34 (3Rs lesson MonA P3-4 / TuesB P1-2): Work Experience 13th - 17th May 2019

R31, R33 (3Rs lesson FriA P3-4): Work Experience 20th - 24th May 2019

All pupils who complete the Work Experience programme will receive a certificate of participation. In order to receive this certificate, pupils must have completed the following:

- ✓ A CV and letter of application to the employer
- ✓ Full attendance and participation on Work Experience placement
- ✓ A well written, complete diary
- ✓ A debrief session

Due to insurance procedures and safeguarding responsibilities, pupils should inform the school of the details of their work placement at the earliest opportunity and prior to the deadline of **08.03.19** in order that all the necessary paperwork and duty of care checks can be carried out without delay.

Please complete and return the attached agreement / medical form by 19th October.

If you would like any further information or support, please do contact me.

Sandra Peters - Personalised Learning Manager (speters@gts.devon.sch.uk) 01805 623531 ext 365

Specialising In Sport And Applied Learning



Headteacher: Tracey Amos BEd (Hons)

Calvesford Road, Great Torrington, Devon, EX38 7DJ t: (01805) 623531 f: (01805) 624332 e: admin@gts.devon.sch.uk

Things to consider:

- Please discuss work experience options with your child and investigate as many realistic opportunities as possible before contacting employers.
- Discuss the implications of the job they choose, including the practicalities of getting there and the hours of work. Responsibility for travelling to and from the placement rests with the pupil/parent, GTS cannot pay travel or accommodation expenses.
- Ensure they attend the placement each day and on time. Please avoid making appointments during the work experience weeks.
- Ensure that both the school and the employer are notified if the pupil is unable to attend due to illness or any other authorised circumstances.
- Inform the school of any difficulties during the placement. It is especially important that you inform Mrs Peters **immediately** if they suffer an injury whilst on work experience. The supervisor/employer will also need to be told, even if you consider it to be a minor cut or graze and particularly if the injury required medical treatment or they had to take time off from the placement.
- Discuss the placement during the work experience week and encourage them to complete their work experience diary.
- Encourage pupils to have a positive approach to the placement, even if it isn't quite what they had expected and help them to understand the goodwill of employers offering the placement opportunities.

HEALTH & SAFETY CHECKS - All work placements need to have a Health & Safety duty of care check carried out before students are authorised to undertake them.

Whilst we encourage and support pupils to seek opportunities further afield in England and Wales, all placements outside of the South West peninsula will need to be checked by the relevant organisation in that area and will incur a checking fee. The current fee is approximately £40 and an invoice will be issued to parents prior to a check being requested. Once payment has been received the relevant organisation will be asked to carry out a health & safety check. Once the placement has been checked and approved, only then, will pupils be authorised to undertake the placement.

Please note, all employers **MUST** have Employers Liability and Public Liability Insurances in place before the placement will be approved. It is worth noting that the majority of sole traders do not have Employers Liability Insurance and therefore will not be authorised.

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