



Year 10 Work Experience

Monday 7th to Friday 11th March 2022



Why we take part and the importance of Work Experience

- School's role in the process
- Role of Parents / Carers
- Expectations of students





Key points



- First time in a work environment
- Steep learning curve – new skills, knowledge
- Great experience
- Can often lead to a part-time job
- Clarifies student's thinking about their future aspirations and pathways
- 112 students to place this year if all take part.
- Placements linked to GCSEs, career choice, interests and aspirations





How does it work?

Students need to talk to their parents/carers and form tutors about the employment sector that they would like to work in. This can then be passed to Mrs Tinker and Mrs Stacey who have many contacts that we can put you in touch with. Form tutors will be discussing this with students over the next few weeks.

Placements ideally should be found and booked by the student making contact with the employer. We can then help and support.

Employers like to hear from the students with an email and then a follow up phone call. Again, Mrs Tinker and Mrs Stacey will help and support with this.

Please confirm that you are happy for you child to attend work experience by email to Mrs Stacey or Mrs Tinker

Denise.tinker@holbrookacademy.org

Sheila.Stacey@holbrookacademy.org

The really important stuff

Employer Liability Insurance (ELI) will be needed from the employer and we will also need to know if they have a risk assessment for young people at work.

The government website has lots of information regarding work experience for school students as well as a 'myth buster' section.

Once confirmed, please supply Mrs Tinker and Mrs Stacey with all the information that you have agreed. Mrs Tinker will then make contact with the business to confirm all is in place and that we have a copy of the **ELI** and any young person at work risk assessment.

<http://www.hse.gov.uk/youngpeople/workexperience/>

<http://www.hse.gov.uk/pubns/indg364.htm>

<http://www.hse.gov.uk/contact/myth-busting.htm>

Things for you to consider

- Support your child (but avoid taking over) – We are here to help.
- Talk to your child about your own experiences.
- Transport – Complete the journey to the placement in advance. Look at your options to get your child to the placement - you are liable for the costs of the transport for the week.
- Clothing/lunch/working days and hours.
- Interview/meeting before hand.



Housekeeping

- Contracts – Workplace/School and Parent/Student letter coming home in next few weeks- please return to Mrs Tinker ASAP, students cannot attend work experience without parent/carer permission.



- Responsibilities – once placement is confirmed and all documents are in place. We will confirm with the student.
- Issues or concerns. Please let us know of anything you are worried about.
- Hours of work / lunch / off site / uniform, clothing- These can be discussed at meetings with the link employer or by email or phone.
- Emergency contact; Academy office, Mrs Tinker and Mrs Stacey



And finally

- Please ask us, we are here to help parents/carers as well as students.
- We can be contacted by email or phone and we will help and answer any questions or queries that you may have. Form tutors can also help so please discuss with them.
- The sooner your child gets a placement secured the better. Attending a work placement is not compulsory but we do advise attending as you will gain valuable life experiences from this.
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