

16th July 2019

Dear Parent/Guardian

YEAR 10 WORK EXPERIENCE – Monday 6th July to Friday 17th July 2020

As we approach summer holidays, we are writing to give you advance notice of our Year 10 Work Experience Programme for next year. Once again, all Year 10 students will benefit from a 2 week work experience programme, taking place in July 2020.

Please find enclosed the blue 'Parent/Guardian's Guide to Work Experience Placements' for Students which will explain to you why your child will be participating in Work Experience.

The school will be working extremely hard to support and encourage all students to participate in this unique opportunity to be part of the world of adult employment and find a suitable placement. The two weeks out of school will allow students to experience what it is really like to go to work each day. They will be working with adults in a new environment where expectations will be made of them in terms of following instructions and being responsible in the workplace. This in turn will set new challenges and hopefully enable them to prove themselves, so that it is a positive experience for everyone involved.

What are the options?

There are three options available as follows:-

Option 1 is for students to find themselves one 10-day work placement at one establishment.

Option 2 is for students to find themselves two 5-day placements at two different establishments.

Option 3 is for students to apply for one of our 'Business Bite Work Placement packages' which will be published during the new academic year. We have packages available in areas such as Sport, Finance, Health Care, Leisure and Teaching to name but a few. Once these packages have been finalised a list will be sent out to all students. Students will then be required to complete an application form stating why they wish to be considered for a particular package and the packages are then allocated on the quality of the student's application. *(Please note, you may find that some employers you approach have already offered the school the places for these packages and therefore students will have to apply through the school).*

The school is also looking to sign up to a new student portal which has been designed by Norfolk County Council to help students and/or parents/guardians search for employers in the local area who may be able to support students in work placements. The portal has been designed to search for a specific area of work, in a particular geographical area. We are currently in discussions with the Council about how we make this available and will be sending out further information to you in September 2019.

What do you need to do?

If your son/daughter hasn't already started to think about what type of Work Experience they would like to do, they need to start now. **We would strongly recommend that students start to look at this and approach employers over the summer holidays as we know that other schools in the area will also be taking part in work experience at a similar time to us so places may be limited.**

Remember your child does not have to choose a placement that relates to the job they would like to do when leaving school - *it is meant to give an 'experience' of work*. You can help by encouraging them to select something that they think they will enjoy. Finding a 'Self Placement' can be challenging so you could think about possibly going through friends or employers you may know. However, students must **personally** contact the companies they wish to work for, either by letter, telephone or in person. More information for parents/carers and students can be found on the school website <https://www.nwhs.uk/curriculum/work-based-learning/work-experience/>, including example letters of how to contact employers.

If they know what they want to do:

You should encourage them to start thinking about approaching potential employers now. If your child has already found a placement, please take the attached 'Self-Placement Form' into the prospective employer and ask for it to be completed and returned to you as soon as possible. **Once the form has been completed, please ensure that this is given back to the Mrs Lawn, the Work Based Learning Officer at the school.**

What happens next?

All placements will be vetted by 'Norfolk County Council' to ensure that all insurances and health and safety requirements are met. All employers **MUST** have Public and Employers Liability Insurance. *We try to discourage students from being placed at a school that they attended in the past or placements involving working directly with a member of the immediate family.*

Please be aware that it is the parent/guardian's responsibility to provide transport to and from the child's placement.

All Year 10 students will attend a "Work Experience Briefing Session" before the summer holidays to ensure they are all fully aware of what work experience means, why it is important, what it will involve and how they will be able to make the most of their placement. It will also be an opportunity for them to get further help and advice on finding an appropriate placement and to ask any questions they may have.

Your support is vital in ensuring that your child has a successful period of Work Experience. We look forward to another year of enthusiasm, brilliant reports from Work Experience employers and seeing all the students do well. If students do well they are likely to receive a positive work experience reference which will be useful if they want to apply for a part time job or even when applying for college/employment the following year.

If you have any concerns or queries, please contact us and we will be more than happy to help.

Yours sincerely

K. Lawn

Mrs Lawn
Work Based Learning Officer
North Walsham High School
01692 402581