



Stoke Newington School
& Sixth Form



ASPIRE

WORK EXPERIENCE
Year 10

13th-24th March 2017

An explanatory booklet for Parents,
Carers and Guardians
Work Experience

It is SNS policy that all students get some work experience during yr10. Students experience the world of work, many for the first time and this usually helps them to grow in self-confidence and become more mature.

At Stoke Newington School, Year 10 students will go on 2 weeks work experience from **13th – 24th March 2017** inclusive.

Preparation

The students will follow a complete preparation programme in Life Skills lessons, during which they will:

- identify and reflect on their own skills and interests
- consider employers' expectations
- practise interview skills & telephone calls
- learn about the importance of health and safety at work
- reflect on and discuss their hopes and fears, and employers' expectations

Once the student has a placement, you can help students to prepare by:

- encouraging them to practise the journey to the workplace in advance, to check how to get there and the travel time needed
- ensuring that the student phones the placement in the week before WEX to check on arrangements for the first day (this will also remind employers they are coming).

Placements

Local placements will be found and matched to students' interests as much as possible. All placements will be checked for health & safety.

Own Placements

Students and their families are encouraged to provide own placements where possible especially if they have strong views about what they consider to be a suitable placement. They should be **within a reasonable distance** from the school so teachers can visit them in their yr10 time. An own placement form is available with this booklet or can be downloaded from school website – alternatively you can contact the careers room and you will be sent one.

Please remember many students will increase their self-confidence and learn more from working with strangers. So if you can offer a placement

in your place of work or family business, please consider taking a student you are not very familiar with, so he or she can learn what a *professional working relationship* is all about. **Each student will only be allowed one placement** due to the cost and time of organising 240 placements.

Every placement has to be checked for Health and Safety. This can take a long time to arrange due to the high number of placements.

Own placement forms must be in by the deadline of 7th Dec.2016.

In the interest of fairness, there will be no exceptions.

NB. Placements within a private home or with only one other person present in the workplace will usually not be accepted as suitable.

Employer Liability Insurance **must** be in place.

If a placement does not meet the strict official health and safety criteria, the school cannot legally allow the placement to go ahead.

SPECIAL PLACEMENTS

Special placements will be found to suit certain students with a special educational need who may not be able to get the most out of a regular Work Placement. Our aim is to place 100% of SNS Yr 10 students.

Paperwork and Deadlines

There is a certain amount of paperwork which parents/carers have to complete to ensure a student can go on work experience. These are summarised in the back of this booklet. Reminders will also appear in Spotlighter and on the school website.

NB. Without these forms – completed and returned to school by deadlines given, students cannot take part in Work Experience due to health & safety, administration and insurance implications.

Placement Visits

Staff will do their very best to visit every student during their placement, however we cannot guarantee this as there are 240 students to visit and staff may have sudden school commitments which prevent this.

Certificates

Work Experience Certificates and Outstanding Achievement Awards are achieved on the basis of Employer Report, Staff Report and the Student's

work experience diary. Certificates will be handed to students and will be incorporated into the Year 11 Tutor reference for college/6th form applications.

Hours

Please be aware that employment hours are longer than school.

Students should prepare themselves for an 8 hour day.

Some employers, ie. hairdressers, may have different hours altogether starting late and ending late or newsagents who might start early and finish early. However we do not want to set students up to fail, and the school can sometimes negotiate later start times for some placements with very early starts (ie. in Catering).

Travel

Students must have an oyster card and use the bus where possible. The school will not pay for daily tickets.

Lunch

If students are eligible for free meals, the school will repay the cost of lunch presently at £2.00 per day. This can be applied for after the student has completed work experience.

All other students will need to pay for something to eat at lunchtime or take a packed lunch. Please prepare students for the fact that lunch breaks on work experience can be lonely. They should be encouraged to engage with colleagues.

Sackings

Nearly every year there are a few sackings.

The main reasons employers dismiss students are:

- lateness or not turning up, often without even a phone call
- rudeness
- apathy, failure to engage, fiddling with phone
- walking out

Unreliability and rudeness are upsetting for employers and they do not have to put up with it. Luckily this is extremely rare.

Please remember

Any work placement is a huge favour to either the school, the student, or to you. Most people are busy at work and an extra child to keep occupied is an additional burden – this sometimes leads to students not enjoying work experience as there is not much for them to do. However, most employers make an effort to provide a really worthwhile placement programme which gives students the opportunity to do real work and contribute to the organisation. Either way – the experience is a valuable learning opportunity for every student.

If you have any questions or worries related to Work Experience, please visit the Careers Room after school (Rm.U010), or phone the Careers room on 020 7241 9600 x 260. (Please bear in mind that from January – March we get about 20 calls a day just about Year 10 work experience.)

Preparation for Work Experience	DATES / DEADLINES
Parent/Carer WEX Agreement form completed and returned to the Careers Room.	7 th September 2016
Student WEX Agreement Form completed and returned to the Careers Room.	7 th September 2016
Medical Questionnaire completed and returned to the Careers Room.	7 th September 2016
Own Placement Form (if applicable) Completed and returned to the Careers Room.	7th December 2016 (no exceptions)
Students without Own Placements are offered & matched to jobs	23 rd January 2017
Employer details/job descriptions mailed to students	30 th January 2017
Parent/Carer - Placement Consent Form - Completed and returned to the Careers Room.	6 th February 2017
Students go on Work Experience	13th – 24th MARCH 2017