

Stoke Newington School & Sixth Form

MEDIA ARTS & SCIENCE COLLEGE

INSPIRE



ASPIRE

WORK EXPERIENCE
Year 10

12th – 23rd MARCH 2018

An explanatory booklet for parents,
guardians and carers

Work Experience

It is Government policy that all secondary school students should get some work experience during their last two years of compulsory education. Students experience the world of work, many for the first time and this usually helps them to gain in self-confidence and maturity.

At Stoke Newington School, Year 10 students will go on 2 weeks work experience from **12th – 23rd March 2018** 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
- prepare a CV
- 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
- make sure student phones the placement in the week before 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. An own placement form is available with this booklet.

However 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.

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

Own placement forms must be in by the deadline of 6th Dec. 2017.

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.

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 try to place 100% of SNS Yr 10 students. Where possible, Diploma students will be offered placements in their specialism area.

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.

1. Agreement to work experience (in principle) – 2 WEX agreement forms (parent/carer and student) - **ASAP (BUT DEADLINE 11th OCTOBER 2017)**
2. Medical Questionnaire – **DEADLINE 11th October 2017**
3. Placement agreement form (for the specific placement offered) **DEADLINE 6th DEC. 2017**

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

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, Excellence Awards 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 in their *Record of Achievement* folder at the start of Year 11 and will be incorporated into the Year 11 Tutor reference for college/6th form applications.

Hours

Be aware that employment hours are longer than school. Students should prepare themselves for an 8 hour day.

Some employers, eg. Hairdressers, may have different hours altogether starting late and ending late or newsagents who might start early and finish early.

Travel

The school only reimburses travel costs if the work placement is further from home than the school. In this case, 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 free lunch tickets, presently £1.60 per day.

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

Every year there are a few sackings.

The main reasons employers dismiss student are:

- lateness
- not turning up at all, often without even a phone call
- extreme rudeness

Unreliability and rudeness are upsetting for employers and they do not have to put up with it.

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 busy is an additional burden. 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.

If you have any questions or worries related to Work Experience, please visit the Careers Surgery on Thursdays after school until 4.30pm (Rm. U010) or phone Juliet Alexander on 020 7241 9660 during school hours.

Preparation for Work Experience	DATES / DEADLINES
Parent/Carer WEX Agreement form completed and returned	11 th October 2017
Student WEX Agreement Form completed and returned	11 th October 2017
Medical Questionnaire completed and returned	11 th October 2017
Own Placement Form Completed and returned	6 th December 2017
Matching Process Complete	29 th January 2018
Employer details/job descriptions given to students	Week commencing 22 th January 2018
Students go on Work Experience	March 12-23rd 2018