



December 2022

Dear Parent/Carer,

Thank you to those of you who were able to attend our Work Experience launch on 12th December. We know that this is a busy time of year, and many of you may not have been able to make it, so we thought it wise to share some important information regarding Work Experience.

Here at The Chantry School, we are pleased to be able to offer all pupils the opportunity of taking part in Work Experience. Work Experience offers pupils the chance to experience a variety of situations and gives them some insight into the demands which will be made upon them when they leave full time education. It is a requirement that all Key Stage 4 pupils go on Work Experience and it has historically been proven that pupils are more focused on their education after having completed their Work Experience. The work experience programme is designed to give young people first-hand experience of the world of work.

It aims to:

- Help pupils to have a better understanding of the world of work
- Give pupils a better understanding of particular jobs and careers
- Help pupils make informed career choices
- Help pupils understand and develop key employability skills such as:
 - Perseverance, motivation and organisation
 - Communication – written and spoken
 - Confidence
 - Team working
 - Problem solving, initiative and self-reliance
 - Business & customer awareness
 - Numeracy
 - ICT

The Role of Pupils:

- Pupils are to seek a work experience placement that will meet their abilities, interests and career aspirations
- Pupils must contact placements and obtain permission to undertake a week's work experience. Pupils will need to record the name of the person from whom they obtained the permission
- The pupil must then complete the 'Pupil Placement Form' and return to their Form Tutor by the deadline which is **Wednesday 29th March 2023**.
- Before the placement, pupils must telephone the company to make final arrangements

The Role of Parent / Carers:

Before:

- Discuss with your child their ideas for their placement
- Once the placement has been arranged, encourage your child to contact the employers to arrange a pre-interview. This will be to set targets, introduce them to the workplace and raise awareness of health and safety issues

Ensure that you and your child know:

- The hours of work during the placement (maximum 8 hours per day), these will be the organisation's working hours and may include shifts in areas such as hospitality, leisure etc.
- How they will get to and from the workplace, it is parents' responsibility to arrange transport.
- What they should wear
- Break and mealtime arrangements
- Contact name and telephone number

During:

- Encourage your child to complete their online log book daily
- Inform both the school and the employer if your child is unable to attend
- To help your child get the most out of their Work Experience, discuss their working day
- If your child is unhappy at the placement, please contact Miss Palmer at school

After:

- Complete the Parent/Carer section of the online logbook
- Remind your child to submit their logbook at school

The Role of the School:

- The school will contact the pupil's proposed work placement and confirm that the pupil is able to undertake a week's work experience. The school will also ensure that, in its opinion, the placement is suitable for the pupil and vice versa
- The school will only confirm a placement when it had received confirmation that Employers Liability Insurance is in place
- The school will obtain a 'Briefing Sheet' from the employer detailing requirements of the placement (i.e., start & finish times, clothing/dress, type of work, name of supervisor, lunch arrangements) and will copy this to the pupil for their use
- Pupils are prepared by the school for their work experience
- Pupils will be visited by a member of staff whilst on their placement or checked by telephone if out of area. This visit could take place at any time during the placement week.
- The school will write and thank employers for allowing pupils to undertake work experience with them

How to secure a work placement:

There is more than one way to secure the placement you want. However, what you will require in abundance is persistence, planning, purposefulness and politeness. You may find one or more of these resources prove useful in your search for a work experience placement:

- Contacts amongst family and friends (50% of pupils found a placement this way)
- Use the Worcestershire work experience database. Details of this can be found on your child's placement form
- Trade and professional organisations – 85% of The Chantry pupils found a placement within the first five contacts they made

Contacting a company:

- Once you have found a company, then you need to make contact. There are several ways you could approach a company:
 - in person – go to the company and make a great impression. A really good method, but time consuming. But it could be worth the time to get a great placement!
 - by telephone – again, you need to make a great impression.
 - email – could work, but easy for companies to ignore. If you haven't heard back in a day or two, follow up with a telephone call
 - by letter – a smart, business-like, formal method – could create just the right impression. However, like emails, letters are easy for companies to ignore. Follow up with a phone call.

If you have any further questions, or are struggling to find a placement, please contact Miss Palmer mpalmer@chantryschool.com.

Yours sincerely

Miss M Palmer

Assistant Headteacher