



# **Year 10 Work Experience**

**Monday 10<sup>th</sup> February to Friday 14<sup>th</sup>  
February 2025**

**Information for Parents and Carers**

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## 1. Why we offer work experience

*A recent survey showed two thirds of employers look for candidates with relevant work experience because it helps them prepare for work and develop general business awareness.*

*(UCAS website Jan 2017)*

All Longfield pupils have the opportunity to experience work for one week as part of their PD programme in year 10. This allows them to

- Research suitable employers
- Analyse their own strengths and aptitudes and identify linked careers
- Contact employers and apply for placements
- Work for one week
- Reflect on their work experience process.
- Identify their next steps as they move into year 11

Feedback from pupils in previous years shows that pupils find it valuable: enabling them to either eliminate a potential career from their thinking or clarify their career plans further; and develop employability skills.

## 2. How we organise placements

In order to give pupils a realistic experience of work our work experience process mirrors real life with pupils expected to identify suitable employers and apply for placements themselves.

This process is embedded in our PSHE work done throughout the year in subjects, PSHE sessions and Tutor time.

w/c 9 <sup>th</sup> September 2024	Form time programme to support pupils to find placements
18 <sup>th</sup> September 2024	Parents Information evening.
13 <sup>th</sup> December 2024	Deadline for the return of white employer form and blue parent/carer permission form.
December 2024 to January 2025	Health and Safety checks completed. Job Descriptions prepared.
From w/c 6 <sup>th</sup> January 2025	Work Experience preparation carried out during form time. Work experience packs including job descriptions, work experience diaries and safeguarding issued through tutors.
From 27 <sup>th</sup> January 2025	ALL pupils contact their placement to confirm they will be attending and check first day arrangements.
Monday 10 <sup>th</sup> to Friday 14 <sup>th</sup> February 2025	Work Experience Week
w/c 17 <sup>th</sup> February 2025	Work experience diaries returned to school. Debriefing session in form time to reflect on their experiences and plan their next steps.

### 3. Securing a placement

Pupils should source their own placement by contacting employers and asking if it is possible to arrange a week-long placement from Monday 10<sup>th</sup> to Friday 14<sup>th</sup> February 2025.

This initial contact can be made by email, telephone, in person or in writing.

An example of an email template can be found in the Work Experience page on the school website, along with other useful information.

<https://careers.inicioacademies.org.uk/work-experience-longfield>

Once pupils have sourced a suitable placement, they should return the completed white employer form and the blue parent/carer permission form to Mr Raw/Mrs Smith as soon as possible.

If pupils need help in finding a placement, they should talk to Mr Raw or our Careers adviser Gill Smith well before the deadline for return of completed forms.

**The deadline for the return of all forms is**

**Friday 13<sup>th</sup> December 2024**

### 4. Data protection

The information provided by the pupil and parents may be shared with employers either in writing or by telephone.

We may also need to share some basic information with employers. This is the information typically included on a CV for example date of birth, full name.

If you have any concerns about this, please speak to Mr Raw.

### 5. Medical needs

It may be necessary to inform employers of the medical conditions and needs of your child to ensure their safety whilst on placement.

Please complete the reverse of the blue parent/carer permission form accurately and inform Mr Raw if there is a change in the medical needs of your child before their work experience placement begins.

Please note that any employer may refuse a placement if we are unable to provide the relevant health information.

### 6. Additional support

Some pupils will need additional support throughout the work experience process. These pupils will be supported by the Careers Team. If you feel your son/daughter requires further support, please contact us to discuss.

Every year there are some pupils who struggle to find a placement for a variety of reasons. If your child is unable to source a suitable placement, please talk to them and encourage them to speak to a range of people who could help them in the process.

## 7. Safeguarding

### **There is nothing more important than the safety of your child.**

To ensure the safety of your child whilst on work experience we insist that employers hold Employer Liability Insurance. This is a statutory insurance that covers employees in the event of an accident at work. Pupils on Work Experience are considered as employees for the duration of their placement and are covered by this insurance.

In addition, we undertake checks to make sure that the placement is a suitable working environment for your child. The final decision on whether a placement can go ahead or not is made by our Designated Safeguarding Lead.

If the pupil feels uncomfortable or unsafe at any time, they must tell someone. Ideally, they should speak to their supervisor straight away but if that is not possible, they should ring school on 01325 380815 as soon as possible and speak to Mr Raw or Mrs Smith about it.

If the employer feels that a pupil's behavior is unsafe, they will withdraw the placement and inform school. In this case the pupil must return to school the next day and can expect to spend some time reflecting on their behavior.

On their first day on their placement pupils should expect some training on staying safe e.g. what to do in the event of a fire, plus some information on the rules and regulations of their chosen workplace.

## 8. Absence

If your child will not be attending their placement for whatever reason they should ring their employer to let them know, using the contact details provided on their job description. They should also ring school and leave a message on the pupil absence line as usual.

If a pupil misses their Induction Training an employer is likely to say they are unable to undertake the rest of the placement.

We ask that no routine medical appointments are made for work experience week. If it is essential that your child misses some of their placement it must be arranged in advance with Mr Raw, who will liaise with the employer.

## 9. Financial support

Pupils who are in receipt of free school meals at the time of Work Experience are entitled to £10 towards the cost of their lunch whilst on placement. Mr Raw will contact these pupils before work experience week and tell them when to collect their voucher.

If pupils are asked to provide their own safety equipment it may be possible to borrow it from school. Please contact Gill Smith to discuss this.

## 10. Contact details

Mr J Raw: Careers Lead  
jraw@lfa.inicioacademies.org.uk

Mrs G Smith: Career Advisor  
gillsmith@lfa.inicioacademies.org.uk

Tel: 01325 380815