

RE: Y12 Work Experience 10th - 14th July 2023

Dear Parent/Carer

I am delighted to inform you that your child will be undertaking work experience in the week commencing **Monday 10th July 2023 for 5 days**. After a hugely successful week in the summer of 2022, we are thrilled to be able to offer a work experience week again in summer 2023 as part of your child's Year 12 curriculum. The work experience programme is designed to give students a greater understanding of the world of work and prepare them for the responsibilities and opportunities of adult life. It is also invaluable for helping students to develop key skills such as confidence, communication, team working, adaptability, problem solving and many more.

All students should try to **independently** arrange and secure a suitable placement. Historically, students finding their own placements has resulted in a more worthwhile experience. Weekends and after school would be an ideal time for your child to visit/call/email prospective businesses. Should students require support to contact businesses, they should speak to their tutor or head of year who can assist them with writing emails or making phone calls. Furthermore, when looking at possible placements it is important to consider the location of the placement provider. Students will be expected to make their own way to and from the placement and will be required to work the placement provider's normal working hours. Students in 21-22 secured placements with a vast range of employers across many different industry sectors including local schools (first and middle), universities, hair and beauty salons, car garages, nurseries, care homes, retail stores, cafes, fitness gyms, charity shops, food banks and many more. These types of employers may be a good starting point when exploring potential placement providers with your child. The earlier you can contact employers the greater chance you will have of securing desired placements.

All students have already received a 'work placement form' – this form must be filled in (by you, your child and the placement provider) and returned to the main office by no later than the **17th February 2023**. Please refer to the guidance on how to complete the placement form. If your child should lose their form a new one can be downloaded from the parent/carer page in the careers section on the school website <https://www.monkseaton.org.uk/parents>.

Please support your child by talking to them about their career aspirations and encouraging them to search and apply for placements in an industry which interests them.

If you have any questions please do not hesitate to contact me on 0191 297 9700 or email me at sean.hay@monkseaton.org.uk.

Yours sincerely

S. Hay

Sean Hay
Assistant Headteacher
Monkseaton High School

Parent/Carer Guide

What is a Work Experience Placement? A Work Experience Placement is primarily an educational activity which gives students an insight into the world of work.

How do students benefit from a Work Experience Placements? Following a period of Work Experience it is hoped that they may have developed:

- more confidence;
- improved self esteem;
- greater ability to communicate with adults;
- better timekeeping;
- additional practical work skills;
- improved team working abilities;
- enhanced problem-solving skills.

What type of work can students do? There are a wide variety of placements available and there are very few occupational placements that are prohibited to a student. In some cases, legislation imposes restrictions on the type of activities which students can do on work experience. These restrictions are designed to protect students from work that is unsuitable for them. Due to a student's inexperience and age some tasks may be completed only under strict supervision or may, in exceptional circumstances, involve observation only. The emphasis, however, is always on trying to provide an interesting and well-balanced placement.

How are Work Experience Placements organised? Students can contact employers directly to arrange a suitable placement. The employer will be asked to complete a 'Work Experience Personal Placement Form' with a description of what the student's duties and times and days of working will be. Once this has been agreed and forms handed in to school reception, Future Work will request a health and safety check on that employer to ensure they meet the standards specified by government. These details will then be available to the Monkseaton High School.

It is a good idea for students to:

- spend time preparing for the placement through discussion and research at home;
- record their learning during their placement in a diary or journal;
- share their knowledge and experience with fellow students on returning to school;
- ask for a reference from the employer at the end of their placement.

What hours can a student work whilst on a Work Experience Placement? The Work Experience Placement will last for 5 days in the week commencing the 10th July 2023. The number of hours worked together with the pattern of work are normally a matter of agreement between the placement provider, the school and the student. Students should not work excessively long hours or unnecessarily unsocial hours and should not work more than 40 hours per week.

What Insurance Cover is required? It is a requirement that all employers hold a current 'Employer Liability' and 'Public Liability' certificate to cover a student whilst on placement.

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How can parents/carers help? Young people need to be motivated and determined if they are to benefit from the opportunities that a Work Experience Placement presents. Parents/carers should encourage their son/daughter to think of the type of placement that they believe they would enjoy. For example, they might picture themselves in a particular industry, such as catering, engineering, agriculture/horticulture, community care, clerical administration or hairdressing. Personal preferences might also be considered with regard to working for a large or small company, working indoors or outdoors, dealing with members of the public or being part of an office team, or using equipment like computers, fax machines, photocopiers or manufacturing equipment.

Filling out the Personal Placement Form



Work Experience Placement Form

Please ensure that as much information as possible is filled in and that handwriting is legible. Have a great placement!

Learner Details

Learner Name: _____ Tutor Group: _____

Learner Age: Under 16 16-17 18 plus (tick appropriate box) Gender: Male Female

Notes e.g. Medical conditions or allergies: _____

Placement Details

Name of person organising placement (e.g. Parent, student, school staff): _____

Placement Start Date: _____ Placement End Date: _____

Business Name: _____ Landline Number: _____

Contact Name: _____ Mobile Number: _____

Contact Position: _____ Email: _____

Business Address: _____

Postcode: _____

Location of placement if different to the above: _____

Signature: _____ Date: _____

Description of Duties: _____

Proposed working days Mon Tues Wed Thurs Fri Sat Sun

Travel Arrangements: _____

Report to: _____ Start Time: _____

Dress Code/ PPE: _____ Meal Arrangements: _____

Insurance

In order for a company to take on a learner for work experience they MUST have the necessary insurances in place.

Insurance Company Name: _____

Employer Liability Insurance Yes No Policy Number: _____ Expiry Date:

Public Liability Insurance Yes No Policy Number: _____ Expiry Date:

Parent/ Carer Agreement

As a responsible parent/guardian I confirm the above learner participating in the work experience at the above arranged placement.

Parent/Guardian Signature: _____ Relationship to Student: _____ Date: _____

School Agreement

I agree to this placement, subject to a successful health and safety assessment.

Name: _____ Signature: _____ Position: _____ Date: _____

To be completed by student and/or parent/carer

To be completed by the employer, or can be completed by students after discussion with the placement provider – **the employer should also sign the data protection section on the back of the placement form.**

To be completed by parent/carer

To be completed by Mr. Hay
(Once forms have been returned to school reception)