



## Hall Green School An Academy

Friday 14<sup>th</sup> February 2020

Dear parents/carers

### Year 10 Work Experience Support

Each year our Year 10 pupils are given the opportunity to go on a Work Experience Placement, which this year runs from Monday 13<sup>th</sup> July to Friday 17<sup>th</sup> July 2020. It is absolutely vital that we have the pupils placed as soon as possible. This is to allow time to confirm the placement with the organisation and for health and safety approvals to be carried out.

Whilst the school do try to source some placements, we need as much help as possible from parents and carers in finding suitable placements for your child. We appreciate that it can sometimes be challenging in securing a placement, because we have identified there is now a reduced number of organisations offering placements than in previous years. Part of the process of applying is to help pupils develop their confidence and communication skills in contacting employers.

#### How can you help?

1. Are there any relatives, friends, neighbours or customers that might be able to support your child? If so, please can you contact them as soon as possible.
2. We would encourage you to look on [www.google.co.uk](http://www.google.co.uk) and search for the types of organisations your child might be interested in gaining experience with. You can then use their phone numbers to ask if they can offer a placement.
3. Please then encourage your child to provide copies of their covering letter and CV to the organisations. Employers really value you the effort made and to find out more about your child's suitability.

Once a placement has been organised, your child should have the 'Placement Details' form completed, signed and returned to the Careers office as soon as possible.

#### What if you are struggling to find a placement?

If your child has still **hasn't** secured a placement by Monday 24<sup>th</sup> February, then they will be required to attend a **Period 6 support session** (3.15pm – 4.15pm) to assist them. This will take place in a computer room. If your child is ever required to stay for one of these sessions, you will be notified via a text message, so please ensure your contact details are up-to-date. They will be taking place from the week beginning Monday 24<sup>th</sup> February – Tuesday 17<sup>th</sup> March.

Pupils who have given their placement details forms/confirmation letters in already or at least by 11:20am on the 24<sup>th</sup> February, will **not** included on this list.

Where possible, please can you try to utilise this February half term to make contact with as many employers as possible or follow up any previously made enquires.

We do not want pupils to leave it too late and find that all the placements have gone, which is why we introduced this to pupils firstly, with an information letter distributed in July 2019, followed by the assembly on Friday 11<sup>th</sup> October 2019.

Here you'll find some further information about the importance of work experience <https://successatschool.org/blog/475/Is-work-experience-important%3F-Five-reasons-why-work-experience-is-worth-it>

Please be reminded that **all** placements must have 'Employer's Liability Insurance' and there must be two supervisors within the vicinity at all times.

The deadline for all placements details to be handed in is **Friday 29<sup>th</sup> May 2020.**

We understand that work experience can really make a difference in helping our pupils to;

1. gain Real world experience
2. develop 'Soft skills', such as communication and teamwork
3. give greater confidence and maturity
4. prepare for leaving school
5. go to new places, meet new people and network
6. raise aspirations
7. improve your Careers knowledge
8. increase understanding of your strengths and areas for development
9. gain a valuable reference
10. enjoy it!!!

Again, if there have been any recent changes to the primary contact mobile number please can you notify the school office right away either via email, phone call or send in a note with your child.

Thanking you in anticipation for your help and best of luck!



Miss Homer  
Careers Leader

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