



Court Fields School

Year 10 Work Experience

Parent/Carer Handbook 2019-20

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Dear Parents/Carers

Welcome to Year 10 Work Experience 2020.

This summer Court Fields School will be providing the opportunity for our students to take part in a one-week work experience activity. This is a key activity for your child during their time at school. It helps build confidence as well as giving them a valuable insight into a career path in which they have an interest.

This guide has been created to give students everything they need to secure a placement.

It is expected that every Year 10 student will be on a work experience placement between Monday 6th July until Friday 10th July 2020.

Our students should drive the process of applying for and securing a placement, but your support is invaluable. Although we are here to help and guide students, it is their responsibility to find a placement.

We are very pleased to be offering work experience to Year 10 this year, and we feel sure that the students will rise to the challenge.

Yours sincerely,

Mrs Matthews
Acting Headteacher
Advisor

Mr Seaton
Head of Year 10

Mrs Barratt
Careers

Top Tips

July 2020 may seem far away but the deadline for placements to be secured is February 24th 2020. The earlier the placement is secured, the better.

- Use your friends and family network to help find a suitable employer
- Use the web portal Link2 on the next page to identify potential employers
- Use the covering letter guide to send to employers

Employers should be approached by the student and not by the parent.

Employers will respect the direct approach and are more likely to respond in a positive way.

Employers are busy people. One email or phone call may not be enough. Encourage your child to persevere. It is also important not to focus on just one employer. It is better to speak to several.

Make sure that the employer is willing to provide support for the whole week and that they understand that the student will be with them all day.

Please Note:

All employers must have up to date Employer's Liability Insurance in place. This must be in place to protect your child. Many self-employed people will not have this insurance so they must be willing to purchase this, for the duration of the student's placement.

Work experience

Going on work experience or work-related learning offers you the chance to improve your employability by getting a taste of work and showing the right attitude, getting experience of working with others, and completing a number of tasks.

Dates for Your Diary

1st February 2020

Recommended last date for submission of placements (using the Placement Form)

24th February 2020

Final last date for placements to be submitted. Any placements submitted after this date may be refused.

6th July 2020

Work Experience Week

Any Questions?

In the first instance any questions should be directed to your child's Tutor. If you still have questions which they are unable to resolve please contact Mrs Barratt or Mr Seaton via:

T: 01823 664201

E: sch.552@educ.somerset.gov.uk

Example work experience letter template

[Your name]

(Your Address)

[Date]

[Employer's name]

[Address]

Dear Sir or Madam [or name],

I am a Year 10 student from Court Fields School, studying [list of subjects].

I would like to enquire about a potential work experience placement at [company name], from Monday 6th July to Friday 10th July 2020.

I am keen on gaining some practical work experience in [chosen field of work], because [reason for pursuing a placement with this specific company and field].

[Also include any relevant skills/attributes and any real-life examples that demonstrate your skills]

In my spare time, I like to [list relevant hobbies and interests], and have also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours faithfully [or sincerely if you have used their name]

[Sign and print your name]

You could also use the content of this letter in an email

Work Experience Forms

To be completed and returned to tutors or Mrs Barrett in the Careers room in the Well Being Hub

- Ensure that the Parental Consent and Special Medical Needs Form is completed and returned before the end of this term.
- Once your child has found and been **accepted** on a placement they need to complete the yellow Work Experience placement confirmation form
- If the organisation is not on the Link 2 portal please ask your son/daughter to complete a pink 'New Placement Request Form'
- Once the placement has been confirmed you will receive a Student/Parent work Experience Agreement which needs to be completed and returned before the work experience week

Please inform the employer of any relevant medical conditions which could result in unnecessary risk.

The Link2 process will ensure that a Health and Safety assessment has been completed before the 6th July to check that the work experience will be in a safe working environment. The school will also arrange for a member of school staff to visit the employer and student during the work experience week.



Finding a Work Experience Placement

The online Link2 portal:

- <https://ssp.learnaboutwork.net> is a website created to highlight businesses in the region that have accepted work experience students in the past
- Every student has been given an individual pin number, enter the student's name and pin number in the relevant boxes.
- On the welcome page, go to the top tab and click on 'Search'
- Click on the areas of interest e.g. Admin, Business & Office Work to show the range of businesses in the region
- OR
- Search by post code or area e.g. Wellington
- OR
- Search by employer e.g. BMW
- You should now have a list of job opportunities – click on 'view' to see the job description

Please note: *The Veryan database is provided by an external agency and shows placements that students have previously taken part in. The database is provided for reference purposes and there is no guarantee that employers will be able to take students for placements. Although we have no responsibility for the content of the database, we will pass on any changes or alterations to Veyan when highlighted.*

Other ways to find a placement:

- www.yell.com will help you find employers in certain industry sectors and locations but they will not give you a contact name
- **Facebook** – Parents need to coordinate this due to age restrictions. Posting a 'shout out' on community pages in the area can get positive results
- www.google.com can also generate some employer details based on a location and industry search
- **Word of mouth** is still a very effective way of finding a placement. Friends and family should ask other friends and family for recommendations. It is surprising the positive results that this can generate!