



GRAVENEY SCHOOL

Dear Parent/Guardian

Year 11 Work Experience Monday 27st June to Friday 8th July 2016

At Graveney all KS4 students are required to follow and complete evidence for the national framework for careers, economic well being and work related learning. Students have followed our STEPS programme from Year 7 to achieve this aim. However many of the strands of this framework are best experienced through a work experience placement. A two week placement shadowing various employees and taking part in related tasks allows students to gain a true idea of the world of work, as well as broadening and developing wider employability skills such as teamwork, communication, customer awareness, problem solving and resilience.

We consider evidence of undertaking such a block to be a requirement for the acceptance of Graveney Year 11 students into our 6th Form programme. It is also important as colleges, universities, apprenticeship providers and employers also look for evidence of this type of when trying to differentiate between competing applications.

Due to the government requirement for all students to remain in some form of full time education or training until 18+, Graveney has chosen to require students to undertake work experience at the end of the examination period in Year 11. This has proved very successful as the increase in age to 16+ for most students has made many employers more willing to consider requests and many have indeed offered part-time or holiday jobs at the end of the block period. Students themselves seem to find the experience more meaningful because they are not distracted by other deadlines and have started to really think about their future.

It is however extremely important that pupils begin to **make applications to find suitable employers well in advance** as there is intense competition for places at this time of year. Family, friends and old primary schools are all good places to start. Students should have **confirmed their placements by the end of March of 2015** so that we can complete all the necessary administration in good time. The formal 'Own Placement' application that we need can be found on the Fronter: Careers/WRL page /Yr 11 Work Experience resources and hard copies are available from the Head of Year Office.

We sample, through our Wandsworth BEST connection, some of the placements but not all. We ask therefore that you check the company chosen by your son/daughter has current public liability insurance and that your son/daughter will not be working alone for extended periods with just a single person. Please contact the school if you have any concerns as to the viability of a placement. We do try to be as flexible as possible so students are not disappointed and can take advantage of unusual or non standard placements if you are happy to give written informed consent because you are familiar with the employer. The government has made things easier for employers as they have persuaded insurance companies to agree that any existing employee liability insurance will automatically cover short work experience placements.

Attached is a schedule of important dates relating to the block period and necessary preparation to help you avoid any clashes with family arrangements. Please ensure that your son/daughter is aware of the deadlines for submission of their placement details: this is vital in arranging mentor supervision. Any change in placement must be notified to the school in advance of the placement being taken up.

A booklet detailing the purpose and organisation of work experience will be available from September. Should you have any other queries regarding any of the dates or details in the booklet, or in connection with the Work Experience programme in general, please feel free to contact the Head of Year, Mr Schiff, via your normal channels.

Many thanks for your assistance with these matters.

Yours sincerely

Ms Lloyd-Rogers
Work Related Learning Co-ordinator

Mr Schiff
Head of Year 11

Principal: Graham Stapleton
Headteacher: Keith Barbrook

WORK EXPERIENCE PROGRAMME SCHEDULE

DATE	DETAILS
September 2015	<p>Letter and booklet for parents concerning details of Work Experience placements for block experience – 27th June to 8th July 2016 sent via Parent Mail. ALL students are required to find a placement as work experience forms such vital part of the Work Related Learning Framework which all KS4 students are required to follow</p> <p>Students start work in registration on WEX Diary Part 1.(Preparation)</p>
September	<p>OWN PLACEMENT FORMS are available from HOY office and the Careers/WRL page of Fronter.Yr 11 Work Experience resources.</p> <p>There is also a letter available if required, that confirms the student's need for a placement and details how the school can be contacted for those employers who require this. Students should contact their Head of Year or the WEX Coordinator for a copy if required. Students on request to WEX Administrator can access past placements offered by employers in different employment sectors.</p>
September '15 to February '16	<p>OWN PLACEMENT FORMS are returned. Student and chosen company details are entered into Work Experience database and a letter and booklet generated to the employer with details of the expectations of work experience placement, and confirmation of standard dates and an explanation of the preliminary visit and school contact details.</p>
7 th MARCH 2016	<p>Deadline for "Own Placement Forms". All students are expected, with encouragement and support from their parents, to have found placement and completed all the details on the form and submitted it by this date. This allows time for a sample of places to be part of the Health and Safety checks carried out by BEST on behalf of the school. Students in the chosen sample will receive an extra form.</p> <p>A separate Own Placement Form must be completed for each work placement if a student is planning to split the period between two companies.</p>
March to May 2016	<p>Confirmation that all students have a secure place: Reminder letters are sent to parents if details have not been received by the end of February. Students prepare CV and practice interview techniques in preparation for visit and complete WEX Diary Part 1. Any student submitting details after MARCH 7th or students with non standard placements need a completed formal letter clearly indicating that parents/guardians will take full responsibility for the placement and any required mentoring</p>
Mid May 2016	<p>WEX briefing Session – students collect WEX Diary Part 2. Discuss issues relating to expectations/health and safety issues/difficult situations that may be encountered. Complete a 'soft' skills check and review requirements of evidence that needs to be collected in WEX Diary Part 2</p>
Late May 2016	<p>Students contact employers to ensure placement is still available: manager's change, companies can go bankrupt, supervisors are taken ill – all can result in the placement being forgotten or not being available.</p> <p>Students should arrange a Preliminary Visit and complete the 'Preliminary Visit Form' at end of WEX Diary Part 1. This has a checklist of things students should find out before starting work. This gives students a chance to plan and time the journey and to ask questions and confirm starting and finishing times with the employer and possible dress codes and lunch arrangements. Details of the company can be entered in WEX Diary Part 2. Visits should be arranged during exam leave period if they have not already been arranged..</p> <p>Any change of placement must be given to school a.s.a.p. <i>(Students at 16+ can be expected to work longer than normal school hours and shifts) It is also a chance to take part in an interview and present a CV and discuss any concerns they may have. Employers sometime use this time to go through their Health and Safety procedures. Students are not expected to stay for the whole day)</i></p>
Monday 27th June – Friday 8 th July 2016	<p>WEX BLOCK PERIOD – students expected at work every day during this period. If student is unable to attend due to serious ill health, the employer and the school must be informed. Students can expect an employer to be contacted by a designated mentor from school at least twice by phone, and most students should have at least one placement visit by their mentor or extra phone contact if a visit is not possible.</p>
Monday 11th July 2016	<p>WEX De-briefing. Students discuss experiences. Write formal thank you letter and send evaluation sheets to employers with self addressed envelope. Work Experience Diaries Part 1 & 2 completed and Post-WEX Diary Part 3 need to be collected and completed. Important to analyse the learning achieved and skills improved and look to setting targets for the future for clear career progression and employability skills development.</p>