



October 2018

RJE/SPA/NC

Dear Parent/Carer

Work Experience 2018

As part of the Careers Education and Guidance programme at Tupton Hall School, all Year 10 students are expected to take part in a compulsory Work Experience programme, for one week, commencing Monday 1 July 2019. Students will be expected to complete a work placement with an employer to gain a deeper understanding and appreciation of the world of work and all that it entails.

The Work Experience programme is a very important element of the careers education programme in Year 10. It can help student's secure paid employment in the future whilst also allowing them to add key skills to their employment record that will be of great value as they progress through school and onto higher education, an apprenticeship or employment.

BBC – Advice

“Work Experience can be a great way to get your foot in the door of a company you wish to work for, as well as learning the tricks of the trade”

“Don't hold back but be realistic. There's obviously no point going for experience at a London based magazine if you live in the Shetlands. Find companies or organisations that have offices near where you live and make a list”

“To an extent, work experience is what you make it. If there is an office meeting, ask if you can go too. The more you learn, the more you'll be able to offer the company, and the more indispensable you'll become.”

We feel that, as part of their experience, students should investigate and find the placement themselves, as they would when looking for employment. However, parents and carers are very welcome to help them in their search. In fact, the programme runs well because of the support you give. We will also support and help students who have difficulties arranging a placement themselves.

We will be rewarding students with Vivos along the journey of their Work Experience. Whilst also holding celebration events to reward the hard work that goes into securing these placements.

Continued overleaf....

Students who secure their work experience placement before the Christmas break	100 Vivos
Students who secure their work experience placements before the February half term break	50 Vivos
Students who secure their placement by Friday 29 March 2018	25 Vivos

Although students will be receiving support and guidance throughout the year and resources will be available on our school website and within our library, we understand that some students may want additional support.

The school has to carry out a health and safety check of premises used for placements and in many cases, this has been done already. Students can use a database in school and at home on the Internet to find out what is available. Students will be made aware of the deadlines they must meet to make sure the health and safety check is completed in time. Without it, students will not be allowed to attend their placements.

Any student who does not secure a work placement will be expected to attend school during the Work Experience week.

There will be several forms given to students during challenge time that they will need in order to secure a placement with an employer. One really important factor is that the employer has to have or be willing to obtain Employers' Liability Insurance. The school will not authorise or submit any requests for a health and safety check unless they have this.

Please accept our thanks for all your support in making the Work Experience programme a success. It is amazing to see how time spent in the real world of work can often transform a student's attitude to study and career planning.

If you have any questions about the programme, please contact the school directly and we will be happy to advise.

Once again, thank you very much for your time and support.

Yours faithfully



Mrs R Jeffries
Year 10 Learning Leader



Mr S Pateman
Year 10 Character Leader