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, week commencing Monday 25 June 2018. 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. We have attached a leaflet, ‘An Introduction to Work Experience’, to explain; the purpose of work experience, what employers want, student comments and to give a brief overview on the student’s preparation for work experience. The leaflet also highlights key dates around work experience preparation and events to take place.

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 only 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 Vivo Miles along the journey of their Work Experience. Please see the below:

| Students who secure their work experience placement before the October Half Term break | 100 Vivo Miles |
| Students who secure their work experience placements before the Christmas break | 50 Vivo Miles |
| Students who secure their placement before the Easter break | 25 Vivo Miles |

Continued…
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.

Please can all students specify key areas of interest, if known, on the slip attached and return this to student services by Friday 20 October 2017.

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 go.

There will be several forms given to the students during morning registration 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 my 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 me at the school.

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

Yours faithfully

Mr N Oughtred
Business Links Manager