

February 2017

Dear Parent/Carer

Introduction to Work Experience

Your son or daughter will be taking part in the School's Work Experience Programme during the week 20th – 24th November 2017. This is a wonderful opportunity for them to experience the world of work and develop new skills.

This Year we are offering two routes in terms of completing Work Experience, the details are listed below:

Professional Pathway	Academic Pathway
All students in school on Monday 20 th November to take part in a series of events that introduces them to Health and Safety at Work as well as Work Place skills.	
Work Experience from Tuesday to Friday. (The aim of this route is to provide students who may not be looking at going on to sixth form with an extended work experience opportunity.)	Work Experience from Tuesday to Thursday. Friday in school for a Higher Learning Post 16 carousel with an introduction to and practical experience of learning opportunities after GCSE.

The Work Experience week seems a long time away, however, there are a number of timely processes that need to be completed between now and November to ensure its success which I have outlined below.

- Attached to this letter is the Student Application Form (SAF). Completed SAF forms must be returned to form tutors by 24th February. **Students who fail to return their Student Application Form will be unable to participate in the Work Experience scheme and will instead be in school under supervised conditions.**
- In March, students that have returned the Student Application Form (SAF) will be given a PIN number which will enable them to access Oxfordshire County Council Online database of work placements available from the school.
- The school has a list of placements that you may wish to apply for, which are listed on the Online Database. In previous years some students have chosen to use these and others have arranged their own placements.

Placements organised through the school

- From 1st April onwards students will be able to make their selection of preferred placement opportunities and submit them online; this process must be completed by the 30th June. All these placements are listed on the Online database and details of how to access this will be sent to all students after returning their SAF.

- In July – Students will be matched to the most appropriate employers based on the information provided on their Student Application Forms (SAF), discussions with tutors/teachers and order of priority.

Students wishing to find their own placement

- Students wishing to organise their own placements will need to complete a Student Own Placement form (SOP). The form is available from the resources department or you can print one from the Careers page on our Website (Careers/Year 11 Work Experience)
- These forms need to be returned to Mrs K King in the Resources Department by 30th June in order for the relevant Health and Safety checks to be carried out by Oxfordshire County Council.

In October letters confirming all student placements will be issued via tutors. Students will then be required to contact the employees to arrange an interview/meeting.

Our school website provides you with key information relating to Work Experience and includes the supporting documentation.

Work Experience is productive and worthwhile for all students. Together, with the support of the County Council and yourselves we can ensure that your child gains invaluable skills and insight into the working environment. This is an ideal time to start talking with your child about what type of employment they have an interest in, as this is ultimately the major factor in deciding which employer they will choose. Students can arrange their own work experience placements if they wish, however we don't encourage students to work with their parents or return to their primary school. If a placement is found independently, we would look to support this, providing the employer is approved by Oxfordshire County Council.

Kind Regards



Mrs K King
Careers Co-ordinator