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Head of School

Andrea Jones
Executive Principal
Melanie Wicks

October 2023

Dear Parent / Carer,

I am writing to inform you of work experience for Year 10 students starting on **21st – 27th March 2024**.

At Longdendale High School, we believe in providing our students with a well-rounded education that not only includes academic excellence but also practical career experiences preparing them for the future.

Your child has attended an information assembly to inform them of the process of securing a placement.

The main aims of work experience are:

Career exploration, skill development, personal growth, networking and communication.

Although this seems like a long while away yet, there are important documents needed to secure their placements.

Step 1: Your child needs to decide on and approach via telephone or in person their placement with an employer. They must agree with the employer that they will allow them to attend during work experience week. (We will only authorise our students to attend with employers with liability insurance).

Step 2: Parent completes the online form of permissions. <https://forms.office.com/e/fNbaaNyJRM>

Step 3: Child takes the employer form to the placement and gets copy of the liability insurance from the employer and a signed copy of the agreement. **Returns this document to the office.**

Only when we have all steps completed and a signed copy of the liability insurance, will we be able to verify that your child will be able to complete their work experience.

The final deadline for work experience documents is **Friday 26th January 2024**. After this date a provision will be made in school for your child to attend a blended learning approach of virtual work experience and careers lessons within school.

In previous years, a very small number of students failed to secure a placement within the agreed time limit and were expected to be in school.

The work experience week is subject to the consent of the Parent/Carer and is unpaid. Each student will be expected to work the normal working hours of the firm or organisation for the duration of the placement, unless prohibited by the constraint of a previously arranged appointment (medical, drama showcase matinee etc.) or genuine illness. In these circumstances the students should inform the employer at the beginning of the placement.

Spare employer liability forms can be found on the school website or paper copies from the school office.

Please contact g.lowe@lhs.spt.ac.uk if you have any questions.

Yours Faithfully,

Miss G. Lowe

(Assistant Headteacher)

WORK EXPERIENCE - INFORMATION FOR PARENTS

WHAT IS WORK EXPERIENCE?

Work experience will provide your child with an introduction in to the world of work through undertaking a work placement on employer premises, carrying out tasks or duties in the role of an employee and learn valuable work skills such as punctuality, communication, commitment and team work.

Prior to work experience your child will receive the correct preparation regarding how to find their own placement, arriving, working, lunchtime arrangements, health and safety etc.

In line with HSE guidelines we will check that employers have up to date Employers Liability Insurance at the time of the placement, brief them on work experience and best practice, and undertake health & safety appraisals where necessary to ensure the health, safety and welfare of students.

WHY IS WORK EXPERIENCE IMPORTANT?

Work experience is an opportunity for young people to experience working life while they are still in school. It provides your child a chance to...

- Work with adults as part of a team
- Practice their skills and develop new skills
- Learn the importance of transferable skills
- Gain confidence in their abilities
- Apply their school-work to the workplace
- Think more clearly about their future working life

There are 6 key skills that have been identified and it is hoped that each young person will have the opportunity to develop them.

Communication

Listening, speaking clearly, asking and responding to questions, discussing, using the telephone, reading and responding to written material, producing written materials, including the use of diagrams.

Application of Number

Using numbers, collecting and recording data, interpreting and presenting data, handling money accurately, measuring, and estimating.

Information Technology

Using photocopiers / scanners, using computers to search, select, explore and prepare information, processing, developing and presenting relevant information.

Working with Others

Getting along with others, working in a team, taking responsibility, working cooperatively with colleagues.

Improving Own Learning & Performance

Target setting, action planning, manage time, learn from others, working to a planned programme, developing confidence, reviewing and evaluating progress.

Problem Solving

Recognising and describing problems, seeking the right information, making decisions, selecting and carrying out appropriate solutions.

In a sense, work experience is the whole reason your child has been attending fulltime education – to prepare for adult working life.

WHAT CAN I DO TO HELP MY CHILD?

Please...

- Help them to understand the goodwill, time and effort that their employer is contributing.
- Advise the school of any factors that might affect their work placement.
- Help your child find their own placement by the deadline school have given.
- Sign and return all paperwork promptly.
- Ensure your child introduces themselves to their employer (by phone or visiting) 3-4 weeks before they go on placement. Failure to do so may result in the loss of the placement and an alternative may not be possible, if there are problems contacting the employer please inform school immediately and not the week before your child is due out as this will leave little time to sort out any issues.
- Ensure they attend their placement every day and arrive on time.
- Ensure that your child notifies both the school and the employer if they are unable to attend for any reason.
- Inform the school of any difficulties experienced during the placement via workexperience@lhs.spt.ac.uk
- Encourage your child to have a positive approach to the placement even if it is not related to the career-goal they have in mind at the moment.