

February 2023

Dear Parent/Carer

## Year 10 Work Experience - Monday 3<sup>rd</sup> – Friday 7<sup>th</sup> July 2023

I am writing to announce the fantastic news that we are once again in a position to offer our year 10 students the opportunity to take part in work experience.

We are teaming up with EBP South to offer a quality, in-person work experience that is both appropriate and safe, including suitability checks for those wishing to pursue their own placements as well as a data base of 10,000 businesses to choose from. For further information regarding EBP work experience please visit <https://www.ebpsouth.co.uk/work-experience>

We recognise that academic performance and character building go hand in hand and that career related opportunities help to open doors to young people's futures. Work experience is one way in which we aim to achieve this and I hope that you give it your full support.

Work experience is calendared for one week commencing Monday 3<sup>rd</sup> July 2023 with all costs being covered by the school. Your child will spend the week immersed themselves in the routines of employment gaining invaluable experience, knowledge and skills. They will have to use many interpersonal and employability skills to make the very best of this opportunity which without doubt will serve them well as they plan for post-16 choices in 2024. Given its importance there is a requirement for all students to attend and take part.

In preparation, we have held an assembly which introduced the process and the benefits of work experience followed by supporting workshops that will guide your child through the complete process of identifying suitable placements through to employment interviews and the work placements themselves.

Your support is always very much appreciated, and I trust you see this as a worthwhile experience. If you have any questions regarding work experience, please don't hesitate to get in touch. To support your understanding of the work experience process please find attached information as provided by EBP.

Yours faithfully



Mr S Robinson  
Director Careers Education

You may have recently heard your child talking about Work Experience. Do you understand what this is? If not, hopefully this information will give you a better understanding.

Work experience can contribute to an individual's development by: -

- Increasing motivation to study.
- Clarifying the relationship between the curriculum and the outside world.

Learning that takes place during work placement is invaluable to many pupil's maturation not only as a person, but in terms of their general career thinking.

Weston Secondary School students currently undertake their work experience placements in the summer term of year 10. Dates for this are **Monday 3<sup>rd</sup> – Friday 7<sup>th</sup> July 2023**.

Several other local schools also access these dates; consequently, **some of the more popular occupational areas are often regrettably oversubscribed**.

We work in partnership with Weston Secondary School, who help organise and manage Work Experience placements for their Students.

Representatives from the EBP South will be in school on **Tuesday 28<sup>th</sup> February 2023** to deliver workshops that will explain and show your child how to use the computer-based database and booking process.

EBP south has a database of employers who are prepared to offer their time and services to facilitate our work experience needs. Over the next few weeks Students will have the opportunity to discuss with their form tutor, their friends and of course yourselves, which type of occupational area they would like to enter for their work experience.

**At this stage I would like to emphasise that we are talking about work experience and not a job trial.**

Students will be able to use the system wherever internet access is available, this means that Students will be able to search and apply for placements at home as well as in school. Parents/guardians will also be able to track the progress of the pupil's applications.

**It is possible for Students or their parents to arrange for an "Own Placement"**. This would be with a company or organisation that you have approached yourselves.

In these circumstances the **"Own Placement"** form would need to be completed by this employer, and yourselves; EBP South would then contact the organisation to discuss the aims and objectives of work experience, to check on the working environment ensuring that it was safe and suitable for young people undertaking work experience; and that the organisation had the relevant employer's liability insurance.

- **All** Students will need to complete, either an Own Placement form which can be collected from **Mrs Holmes on Reception** or complete the online application process during which they can give up to four work experience choices, along with information about which geographical area they can get to and transport details. Students and parents must make sure that the Students are able to get to the placements they apply for. You need to do this before you submit the application.

At first sight these four choices may seem far too many, but it must be remembered that with several local schools all vying for similar placements, not all Students will get their first choices. **Flexibility in approach is essential.**

Please only choose occupational areas that they are genuinely interested in and can get transport to and from. All applications should be made no later than Monday 5<sup>th</sup> June 2023

## You cannot apply for Online and Own Placements at the same time.

### Aims of work experience

- To help Students discover a sense of their own skills, talents, interests and aspirations within the context of work.
- To give Students an opportunity to gain first-hand experience of typical working conditions, including health and safety, employer expectations and the rights and responsibilities of both employers and employees.
- To give Students an understanding of why public and private organisations are important for the wealth and welfare of the country and to discover how they are organised.
- To give Students an insight into the changing nature of work; and the current and prospective local labour market situation.
- For Students to gain an understanding of adult working relationships and to develop a sense of responsibility.
- To help Students explore the link between school and the key skills which are needed in working life.
- To give Students a chance to find out at first-hand about jobs and careers.
- To give Students a chance to experience an interview situation and to review their own personal presentation skills.

Should you require any further information or clarification, please contact **Mr Robinson** in the first instance on **[s.robinson@westonsecondary.co.uk](mailto:s.robinson@westonsecondary.co.uk)**

Yours sincerely

EBP South