
Year 10 Work Experience

Introduction

We are pleased to inform you that Year 10 will be participating in work experience later this year. As a school, we work collaboratively with Education Business Partnership South (ebp), who help organise and manage work experience placements for our students. Work experience will take place for one week between Monday 31st June – Friday 4th July 2025.

We hope this guide helps you to support your child with this exciting and valuable activity.

How do students benefit from Work Experience Placements?

Work experience is an opportunity for your child to immerse themselves in the routines of work and employment. It is not about training or preparing them for a particular job or career pathway and does not need to align with their career aspirations. It is the experience of work and employment.

Whether your child is planning on progressing to college, or to pursue an apprenticeship or university, at some point in their future, they may consider, want or need to get a part time job. The transferable skills learnt during work experience will give your child confidence and equip them with a wide range of skills which can be used in many different professions. It should be interesting and stimulating for your child to gain an insight into employment. Successfully completing a work experience placement can offer many benefits and opportunities such as:

- Helping students discover a sense of their own skills, talents, interests and aspirations within the context of work
- Giving 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
- Giving 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
- Giving students an insight into the changing nature of work; and the current and prospective local labour market situation
- Gaining an understanding of adult working relationships and to develop a sense of responsibility
- Helping students explore the link between school and the key skills which are needed in working life
- Giving students a chance to find out first-hand about jobs and careers

Following their period of a work experience placement, it is hoped that our students will have developed:

- More confidence
- Improved self esteem
- Ability to communicate with adults
- Improved timekeeping
- Additional practical work skills

Aspire

Believe

Achieve

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- Team working
- Problem solving skills

How are students prepared before work Experience?

Students are prepared and briefed for work experience through tutors, Head of Year and the school's careers lead. The process involves:

- Tutor time activities
- Assemblies
- Letters and emails home

What options do students have?

Students have two potential work experience pathways that they can choose between depending on their individual circumstances.

Pathway 1 – Own Placement

The own placement pathway enables students to identify and seek out their own placement and usually involves or is associated with family and friends. Students or more often, parents and carers approach an employer and make relevant work experience plans. This pathway should be seen as the preferred pathway as it is more likely to result in a secure and confirmed work experience placement.

To follow this pathway, students should collect an 'own placement form' from Reception and get this completed by the employer, you as their parent/carer and returned to us. The form is then processed and sent to ebp in order to carry out suitability checks. Once this is complete and we are given assurances regarding the legitimacy and suitability of the placement it will be confirmed.

Pathway 2 – ebp placement

The ebp placement pathway enables students to access an employer rich database where they can identify and apply for suitable placements based upon areas of interest and geographical location. Students have been given both a username and password and can access the platform on any electronic device with internet access. To access this platform, students will need to visit the following link: <https://ebp-south.learnaboutwork.net/index.asp>. Students will then need to select 'student' and Weston Secondary School before logging in with their unique login details.

Students will be able to make and apply for work experience placements as well as check the status of their applications. All details and particulars of each placement including contact details can be found within the relevant pages of each respective work experience placement.

Once a student has applied/submitted an application, ebp will begin working to secure that placement. It is advised that students make a minimum of 4 work experience choices if a placement becomes unavailable or is allocated to another student. It is worthy of note, that ebp partner many other schools who also have access to the database and therefore increasing competition for placements.

Once a placement is confirmed, students will be given an information sheet with all work experience details on it. You as the parent/carer, need to sign to say that you agree with the placement before returning it to us.

Regardless of which pathway a student wishes to pursue, we must have a signed parent/carer/guardian letter of consent.

What paperwork do I need to complete as a parent/ carer?

All sections of all paperwork must be completed for a student to participate. Prior to the Work Experience placement your child needs to arrange to meet with the employer, discuss expectations and complete any required paperwork.

PARENT / CARER with legal responsibility for the student

As parent / carer of the student named above I confirm that I have read and understood the information on this form. I agree to the student above taking part in this programme and that they will observe the conditions set out above. I confirm that they do not suffer from any medical or other condition which could result in unnecessary risk to their health or safety, or to the safety of another person. **(Should there be any doubt, I will contact the employer to discuss further and notify the teacher responsible before signing this form).**

Once on the placement, parents should discuss the arrangements for lunch and break periods with the student to make sure they are suitable. I confirm that if the student leaves the Employer's premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur.

Signature of Parent / Carer _____

Date _____

Name _____

How many hours will my child work?

This depends on the usual working hours of the employer where they are placed. It is recommended that students should not be asked to work more than a standard eight-hour day.

What type of work can students do?

There are a wide variety of placements available to students. In some cases, legislation imposes restrictions on the type of activities which students can do on Work Experience. These restrictions are designed to protect students from work unsuitable for them. Due to a student's inexperience and age some tasks may only be completed under strict supervision or may, in exceptional circumstances, be observation only. The emphasis, however, is always on trying to provide an interesting and well-balanced placement. Employers receive no payment for taking young people on a placement, it is purely goodwill. The travel to and from the workplace will be the responsibility of the parent/carers.

Are students paid whilst on Work Experience Placements?

Students must not be paid whilst on Work Experience Placements as it is part of their education curriculum and payment may invalidate insurance arrangements.

Are there any particular Health & Safety considerations?

In the workplace the primary duties relating to the Health & Safety at Work Act (1974) rest with the employer. The Health & Safety (Training for Employment) Regulations 1990 extended the meaning of the term 'employee' to include students on Work Experience Placements. Students are required to comply with the safety regulations of the organisation where they are working. It is their duty to take reasonable care for the Health & Safety of themselves and anyone else who may be affected by their actions or omissions. In addition, the Management of Health & Safety at Work Regulations 1999, require the employer to undertake an assessment of the risks to students before they start the placement.

Parents and Carers are reminded of the necessity to notify the employer of any medical condition or additional needs, including SEN needs that might influence the type of tasks that a student may participate in. Failure to do so could contribute to injury of a student or other party at the workplace.

What Insurance Cover is required?

It is a requirement that all employers hold a current Employer Liability Insurance and that this insurance covers a student whilst on placement. It is also recommended that valid Public Liability Insurance is held by the employer.

What happens if my child's Work Experience falls through at the last minute?

Whilst we hope this does not happen, please inform the school who may be in a position to source an alternative.

What happens if my child decides they do not like their Work Experience placement?

Employers receive no payment for taking young people on a placement, it is purely goodwill. The aim of the placement is to provide your child with an experience of work, this may include doing new tasks. Please encourage your child to complete their week placement and reflect daily. One of the aims is to develop students' communication skills, encourage them to discuss with the employer and alternative tasks and activities may be found.

My child has Special Education Needs, what will the school do to support?

The SEN team will support students with an Educational Health Care Plan (EHCP) on an individual basis. Previously, we have successfully found suitable work experience placements and these students have gained valuable skills to support them in transitioning from school.

If your child has additional needs but not an EHCP, we suggest you discuss with your child and the decision whether to inform the employer or not. The school does not share personal information about students with employers, it is the responsibility of parents and carers to disclose any information they feel an employer should know.

What happens if the employer sends my child home?

Hopefully this does not happen. However, if the employer decides that your child's behaviour and conduct are not suitable for the workplace they have the right to terminate the placement. Please notify the school immediately.

Before your child begins their Work Experience placement, make sure they know:

- Where they are going and how to get there
- Who to ask for on arrival
- Start, finish and break times
- Arrangements for lunch, packed lunch/money
- What they should wear

During the placement, please ensure your child:

- Attend their placement and are punctual
- Notify the school and employer if they are unable to attend
- Understand the goodwill of the employer and are realistic in what to expect
- Are encouraged to have a positive attitude
- Get plenty of sleep
- Talk about their day
- Keeps their reflective diary daily

Who should I contact if there are any questions or concerns?

The Year 10 tutor team, along with Head of Year and the school Careers Lead are here to support. Please email your child's tutor in the first instance with any queries. Contact details for all members of the team are as follows:

Head of Year – Mt Tom Fenner – tfenner@westonsecondary.co.uk

Deputy Head of Year – Mrs Elaine Sambrook – esambrook@westonsecondary.co.uk

Tutor 10TWO – Mr Wong – twong@westonsecondary.co.uk

Tutor 10EFE – Miss Fellerman – efellerman@westonsecondary.co.uk

Tutor 10JBR – Mrs Brown – jbrown@westonsecondary.co.uk

Tutor 10KMC – Mr McCulloch – kmcculloch@westonsecondary.co.uk

Tutor 10SSM – Mrs Smart – ssmart@westonsecondary.co.uk

Tutor 10YMI – Miss Miller – ymiller@westonsecondary.co.uk

Director Careers Educations – Mr Robinson – srobinson@westonsecondary.co.uk

Careers Administration – Mrs Welch – cwelch@westonsecondary.co.uk

Conclusion/ Summary

Our Careers and Personal Development curriculum encourages students to explore careers from Year 7 through to Year 11.

Throughout their time at Weston Secondary School, students have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. We participate in a range of projects to support students to understand the breadth of Post 16 opportunities available to them in their future education, apprenticeships and employment aspirations, and collaborate with a number of local and national organisations that support us in this.

At Weston Secondary School, we believe young people should leave school with the skills to make well informed and equipped decisions for themselves and about their own lives, whilst respecting the rights of others which Work Experience aids to provide.