



January 2020

CBU/NCH

Dear Parent/Carer

Y10 Work Experience - Monday 29 June to Friday 3 July 2020

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, for one week, commencing Monday 29 June 2020. 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. It can help student's secure paid employment in the future whilst also allowing them to add key skills to their employment record that will be of great value as they progress through school and onto higher education, an apprenticeship or employment.

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 are near to where you live and make a list”

“To an extent, work experience is what you make it. If there is an 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.”

I feel that, as part of the 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 runs well because of the support you give. We will also support and help students who have difficulties arranging a placement themselves.

Students will be rewarded with House Points along the journey of their Work Experience. We are also holding celebration events to reward the hard work that goes into securing these placements.

Continued overleaf....



Although students will be receiving support and guidance throughout the year, we understand that some students may want additional support. Should this be the case then please do not hesitate to contact school.

The school has to carry out a health and safety check of premises used for placements and in some cases, this has been done already. Students can use the work experience website to find out what is available. We require the completed work experience agreement form back by Friday 27 March 2020 to make sure the health and safety check is completed in time. Without it, students will not be allowed to attend their placements.

Any student who does not secure a work placement will be expected to attend school as normal during the Work Experience week and a timetable will be in place for this.

The work experience forms required are available from student services 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 our 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 your child's Form Tutor or Head of House who will be happy to advise.

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

Yours faithfully

Mrs C Burton
Assistant Headteacher