

## Logbook

Before work experience the student chooses appropriate tasks to complete and has to work with the placement provider to accomplish those tasks. They then get a certificate signed by the employer on completion.

## Travel



When finding a work experience placement please be aware of travelling expenses and timetables. The School is unable to pay for or arrange transport.

## Mobile Phones

Please inform your son/daughter that mobile phones are not appropriate in many workplace situations, particularly secure sites, such as Rolls-Royce or Airbus, but also schools and nursery schools do not allow staff to have their mobile phones in their pockets whilst in the care of children. Students are asked to keep phones in their bags which are locked away. It is not appropriate for students to take photos on their mobile phones if they are working with children.

## Clothing

Students are not expected to wear school uniform when attending work experience. The choice of clothing depends on the placement provider's rules and expectations. Our advice to students if they are unsure is to dress up smart for the first day and see what their fellow employees are wearing and then dress for the second day accordingly.

## Social Media



Please remind your son/daughter that confidentiality is of paramount importance whilst on work experience. Facebook, Twitter and other social media sites are not to be used to post photos or comments, before, during or after the placement.

## FAQs

- **When is work experience week?** - 11—15th July 2016
- **What if my son/daughter is studying BTEC Childcare?** The course teacher advises that it would be better for the childcare students to have a two week work experience in a childcare placement to help them with their course, but this is no longer compulsory.
- **How much will it cost?** There will be a charge of £15 for each student. Please pay via ParentPay before handing your work experience form into School. If you need to travel to your placement, check how much the transport costs will be in advance and do a test journey.
- **When do we need to find a placement?** Due to high demand—students need to be looking for placements now. We ask for students to get sorted out as soon as possible, aiming to be all sorted by Easter 2016
- **What if a placement has been paid for and then my son/daughter changes their mind?** Please submit a new form for the new placement. This does mean more work in school, so please make sure your placement is right before you hand in the paperwork!
- **What do they need to wear?** Smart, presentable clothing is expected at all times. Students must avoid wearing any tight-fitting, revealing clothing, too much jewellery or make-up, or any offensive slogan t-shirts. Trainers and hoodies would not be appropriate in most work places. School uniform is always an option.



Chipping Sodbury  
Specialist Technology School

# Year 10 Work Experience 11 - 15th July 2016



## Information for Parents

School Contact Details:  
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Work Experience Coordinator  
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## What is work experience?

Work experience at Chipping Sodbury School is a one week programme available to every Year 10 student. The student spends the week with an employer of their choice and carries out a range of jobs as directed by the employer. It is essentially like having a real job for the week. (but no pay!)

## The aims of work experience

Work experience provides students with the chance to experience the world of work. It is a preparation for what all students will face when they leave full-time education. Work experience at Chipping Sodbury School aims to:

- Broaden the student's understanding of being in regular employment including being punctual, acting responsibly and doing routine tasks
- Develop their job skills for a career in which they have an interest
- Develop skills for work, such as working with customers, carrying out instructions, and using their initiative to deal with different situations
- Demonstrate that the subjects studied at school have relevance and use in the work place
- Give students chance to gain an understanding of a career path or opportunity from first hand experience

## Employers

Chipping Sodbury School has a good relationship with local employers. In order for employers to have work experience students, they need to have Employer's Liability Insurance and be risk assessed.

## Pre-Placement Interview

Some employers require a pre-placement interview. Students need to look smart, be on time, and preferably have found out some information about the company. Please advise your son or daughter to be alert and keep themselves safe at all times.

## Health and Safety

After receiving new guidelines from the Department for Education the School no longer puts every single placement through an expensive health and safety check. We take our responsibilities to our students very seriously and, therefore, check any new or high risk placements, but there is no longer a requirement for 'blanket checking' of placements.

## £15 Charge per student

Work Experience is an expensive programme to run and many schools have chosen to drop it from their curriculum because of the prohibitive costs. We think work experience a valuable preparation for students and in order to keep this programme on our curriculum, we are asking parents to pay £15 to help cover the cost of running the programme. This payment needs to be made via ParentPay as soon as possible. Should your son/daughter not participate, the payment will be refunded.

## Work Experience Expectations:

Students are expected to:

- Find a placement through their own initiative
- Attend every day and be punctual
- To contact the employer and School if they are unable to attend
- Wear appropriate clothing
- Use appropriate language and behaviour
- Obey instructions
- Be keen and willing to learn

## BTEC Children's Care Learning and Development (CCLD)

Students are no longer required to have a compulsory childcare placement. They are permitted to choose to do work experience in whatever capacity they think would best suit them. That said, the course teachers have stressed the benefits of a childcare placement to the students who are studying BTEC CCLD, however, there is plenty of time in school holidays to complete any extra work experience that students may wish to do, without it disrupting their studies. Students with work experience on their CV are showing employers their willingness to make an effort to adapt to new surroundings and set themselves apart from the competition.