

1 February 2022

Important information regarding Year 10 work experience in April 2022

Dear Parent/Carer,

In Year 10, it is compulsory for every pupil to complete a week- long work experience – an incredibly important and valuable opportunity for them to get a taste of the world of work.

Skinner's Academy expects all students to find their own work experience (of course with the support of family, friends, teachers etc. where relevant).

In this process of finding their own work experience placement, pupils begin to understand the importance of determination and persistence. Finding their own placements (as opposed to an arrangement where we match them with an opportunity) will ensure that they are in a placement that they feel comfortable in and that may be an important stepping-stone to their future career.

Your child will be taking part in Work Experience from **Monday 25th April – Friday 29th April 2022**

On Friday 3rd December all Year 10 students attended the 'Year 10 Work experience Assembly' which covered the following:

- What is work experience?
- Skinner's Academy work experience dates
- Companies that offer work experience
- What to think about when choosing a placement?
- What important information you will need from the employer
- How to search for companies using google search

In addition to the Year 10 Work Experience assembly, next week Tuesday 8th February 2022, all Year 10 students will take part in the 'Year 10 Get Ready for Work Experience' Drop Down Day. The day will help students maximise the impact of their placements. This will consist of interactive group activities facilitated by business volunteers in the classroom, and performances from Stand Up Theatre. Topics include benefits of work experience, transferrable skills, mock interviews, workplace scenarios and employer expectations. All activities are designed for students to encounter a range of employers and be better prepared for their work placements.

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Supporting your child

To support your child in finding their own Work Experience placement you will need to speak to the company at which they would like to spend their placement. You can do this in a number of ways; telephone the company, send them a letter or email and/or visit the company in person.

If the company agrees to host your child, you must get the contact to fill in an 'Own Find Form' (without a completed form, placements will not be able to go ahead). Initially students were asked to hand in the completed form however we have now made it easier for employers to click on a link, fill in the form and submit it to the school. Please send this link to the employer - <https://forms.gle/4TbUUPhwQLQGzYe59> .

The employer must fill in every section of the 'Own Find Form', paying particular attention to the section on Employer's Liability Insurance as placements without relevant insurance cannot go ahead by law.

If for some reason the employer cannot submit the form online, please ask them to complete the Own Find Form that is located in your child's **Unifrog locker**. Once this form has been completed by your chosen company, your child will need to send it to Ms Jackson, Skinners' Careers Leader via email – cjackson@skinersacademy.org.uk . The Initial deadline for returning forms was Monday 31st January 2022, however we have extended the deadline to **Monday 21st February 2022**. The new deadline is final, and forms will not be accepted after this date as we need to allow enough time to visit employers to carry out a health and safety assessment.

What if my child can't secure a placement?

The academy expects ALL pupils to arrange and attend their placement. Resourcefulness and persistence are an important part of the learning experience here. Do encourage communication about progress (and challenges) with Ms Jackson. Pupils need to log information about who they have approached and communicate if they're struggling.

Are there any exceptions to what has been described above?

Behaviour: Please note, work experience is one of the most valuable experiences your child can have, however, it is a privilege not an automatic right. Any pupil whose behaviour or attendance is poor will not be permitted to participate in the week of work experience and will be expected to attend school.

If you have any questions or concerns about the work experience process – or if you have a work experience opportunity to offer one of our pupils, please do not hesitate to contact Ms Jackson – cjackson@skinersacademy.org.uk or 020 8800 7411.

Finally, Work Experience is the chance to learn about the World of Work and what life after school may be like – please support your child in making sure that they understand the importance of this experience. We hope that they enjoy their placement!

Yours faithfully,

Chaitanya Jackson

Careers Leader