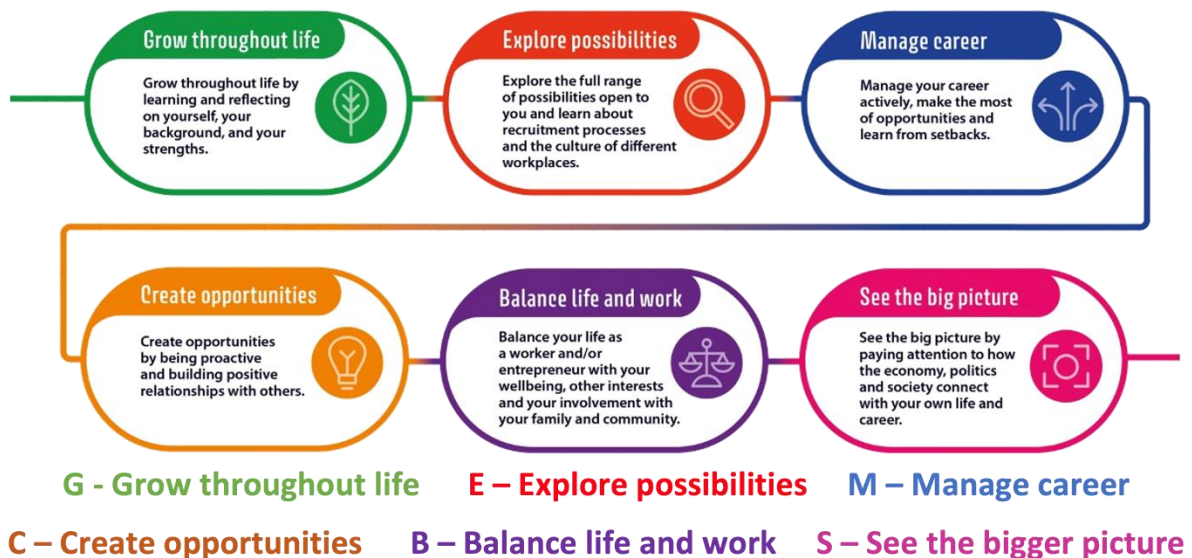


Park High School

Year 10 Work Experience

Monday 24 – Friday 28 June 2024



 The Quality in Careers Standard >>>>

CSW
Investor in Careers


Information Guide for Parents, Carers and Year 10 Students

PARK HIGH SCHOOL – YEAR 10 WORK EXPERIENCE

All Year 10 students undertake a week of work experience. This year students will do their work experience from Monday 24th – Friday 28th June 2024.

Preparing our students for life after Park High is a central part of what we aim to do as a school. During Year 10, there is the Mock Interview event and Speed Networking event planned.

In March 2024 of Year 10, students begin to have appointments with Olivia Fiszson, our independent careers adviser from Shaw Trust about their post 16 education/career options. Work experience in Year 10 recognises the students' increasing maturity and that they may be starting to think about future careers.

Students are briefed fully in school as to what they need to do to ensure they secure a work experience placement, and that they are ready to make the most of this opportunity. This booklet aims to help you support your child and ensure they are on the right track.

THE PURPOSE OF WORK EXPERIENCE

The purpose of work experience is to provide all students with the opportunity of experiencing first hand the realities of working life. It is an integral part of the Year 10 curriculum.

Students gain an insight into the world of work, its disciplines, and its organisation. They are afforded the opportunities to:

- Compare their career ideas with actual experiences.
- Potentially apply knowledge they have acquired at school in a work setting.
- Gain an appreciation of work attitudes and an understanding of the differences between school and work.
- Develop a range of transferable, key employability skills.

Above all, this experience should be an enjoyable one and we all look forward to hearing about their experiences upon return to school. Feedback from work experience, from both students and employers is overwhelmingly positive each year.

Work experience is what the students make it and should be a productive activity, providing an invaluable opportunity to develop students' employability, personal learning and key skills, which in turn will support them with their progression routes and the choices they make post 16.

PLACEMENT REQUIREMENTS

At Park High all students find their own work experience placement as we wish the process to reflect real life.

Students can only be out on placement during the designated dates 24th to 28th June 2024.

Placements need to be based within London.

The yellow Health & Safety form is **compulsory** [Health and Safety Form 2022-2023.pdf](#)

- The employer should fully complete all areas on the Employers Approval Section.
- Students and Parent/Carers need to complete the other side, being aware of, and agreeing to, the terms of the placement (hours of work, location, duties expected to be carried out etc) as described by the Employer overleaf.

In school, the programme is administered by Mrs R Patel who will carry out further checks to ensure your child's placement has the appropriate health and safety and employer insurances in place. The quality of work experience offered will also be evaluated as we expect a meaningful experience to be had.

Please contact Mrs R Patel if you have any queries or concerns regarding work experience workexperience@parkhighstanmore.org.uk

PREPARATION FOR WORK EXPERIENCE

At Park High School we have a very comprehensive preparation programme during registration and PSHCEe lessons. Every Wednesday morning, during registration, students have been working on their CVs ready for the mock interview event that is taking place on Thursday 16th November 2023 (3rd November is the deadline for a printed CV to be handed to their tutor).

PSHCEe lessons will cover topics including letters of application, interview role play, skills for work, enterprise, making applications, searching and applying for placements and future career pathways.

In the weeks running up to work experience you child will have further lessons related to work experience covering hopes, fears and expectations of work experience, personal safety, planning their route and how to record details of the placement in their diary.

DURING WORK EXPERIENCE

Your child will attend work experience for the whole week, during the hours stated on their Health and Safety Form.

Students must complete a diary whilst on their placement. This will include:

- Recording tasks undertaken daily
- Identifying any new skills acquired
- Documenting conversations with employees regarding their job role
- Completion of Employer Feedback Report

During the week, school will communicate with your child's placement to see how they are getting on. A written record will be kept of how the student is performing. The employer will also be asked to complete an assessment at the end of the week and return it to us. On completion of the work experience, students write a letter of thanks to their employer.

If your child is absent from work experience for any reason, you **must** advise both the school and your child's placement. If your child gets held up on the way to their placement (e.g., traffic delays) they are expected to call their placement to advise them that they are running late.

Please ensure that you are always contactable on the contact numbers you have given to school in case there is an emergency. This is particularly the case if your child is working outside normal office hours e.g., evening/weekend, as you will need to be the first point of contact for employers should any problem arise. There will, however, also be an emergency contact mobile number available to employers and parents which will be held by a member of staff during the week.

If either your child or you have any concerns about their safety, about things that are being done or said around them, or that they are being asked to do things that either of you feel are not appropriate then they should raise this with their supervisor, and you should inform either Mrs Foster or Mrs Patel at school immediately.

Mrs D Foster, Careers & Employability Coordinator,
0208 952 2803 ext. 213 or dfoster4.310@parkhighstanmore.org.uk
020 8951 6299 Direct Dial

Mrs R Patel, Work Experience Administrator on
0208 952 2803 ext. 215 or rpatel280.310@parkhighstanmore.org.uk

USEFUL DATES TO REMEMBER

| | |
|--|------------------------------------|
| Arrange own placement | from now until Friday 1 March 2024 |
| Deadline for printed CV to tutor | Friday 3 November 2023 |
| Mock Interview Event | Thursday 16 November 2023 |
| Speed Networking Event | Thursday 29 February 2024 |
| Deadline for Health & Safety paperwork | Friday 1 March 2024 |
| Work Experience Week | Monday 24 – Friday 28 June 2024 |

CONTACT INFORMATION

If you have any queries, please contact

Mrs R Patel, Work Experience Administrator on
0208 952 2803 ext. 215 or rpatel280.310@parkhighstanmore.org.uk

Mrs D Foster, Careers & Employability Coordinator,
0208 952 2803 ext. 213 or dfoster4.310@parkhighstanmore.org.uk

General work experience queries workexperience@parkhighstanmore.org.uk

VIRTUAL WORK EXPERIENCE

In addition to the official work experience week in the summer term, we encourage all students to participate in the many virtual opportunities available throughout the year.

The link below is to a range of virtual opportunities that students in Year 10 can register to attend in addition to their work experience week. This is a live link that is continuously updated. Students gain a good insight into industries that they may not be able to find in-person placements in. Students are often awarded certificates upon completion and can add their attendance at these events to their CV.

<https://padlet.com/dfoster4310/mqeehthmd6x1zj8o>

FAQ's

Q. Why does my son/daughter have to do work experience?

A. Work experience is compulsory in Year 10 and intended to:-

(a) develop the skills employers are looking for e.g., communication, Information technology; the ability to improve one's own learning and performance; and working with others.

(b) encourage students to work harder at their GCSEs when they see how important education is in the workplace and to improve their grades by making use of the skills and knowledge that they have acquired.

Q. Is work experience only done at Park High School?

A. No. Work experience is carried out in nearly all secondary schools in England and is encouraged by the government as an important part of the Work-Related Learning Programme.

Q. Will my son/daughter get a job out of work experience?

A. No. This is not the purpose of work experience. Sometimes students are offered part-time jobs by their placement or told to come back and see them when they have completed their formal education.

Q. Can my son/daughter come to work with me?

A. Yes. We encourage parents to seek work placements for their child. It is often however, a more meaningful experience, if students do not work with parents or relatives to ensure a more realistic work situation.

Q. What hours can I expect my son/daughter to work?

A. The hours of work will be specified by the employer on the Health & Safety form. It is important for students to realise and appreciate that these will probably be different to school hours. Although we do expect students to complete a minimum of six hours per day to reflect the hours they spend at school.

Q. What if my child has special educational needs or a particular health problem?

A. We encourage all students to go out on placement and have a positive and meaningful experience. As such, some information may need to be shared with employers but always with parent/carer consent.

Q. Are expenses paid or lunches provided?

A. No. Employers do not pay expenses. If your child is entitled to free school meals, arrangements will be made.

Q. What happens if my child is having difficulty finding a placement?

A. Please ask them to speak to their tutors and encourage them to visit the Careers and Employability Room. Mrs Patel our Work Experience Administrator and Mrs Foster our Careers and Employability Coordinator are always happy to offer guidance and support.