



The Belvedere Academy

WORK EXPERIENCE

27th JUNE – 8th JULY 2016

**INFORMATION
FOR PARENTS**

January 2016

Dear Parent/Carer

Work Experience 27/6/16 – 8/7/16

We are writing to inform you that all students in Year 11 will be given the opportunity to undertake a period of work experience from Monday 27th June to Friday 8th July 2016. This is designed to give each student a greater understanding of the world of work, prepare them for the responsibilities and opportunities of adult life and to work with adults other than teachers. Please note that this is **not compulsory**.

Students are required to find their own placement and have been issued with a booklet to assist with the process. All placements are required to complete a 'work experience placement form' which is attached to this letter. Students need to pass this form to the placement provider for completion and it then needs to be signed by yourself and your daughter before returning to the school. We also need you to pass the 'letter of agreement' form (again attached) to the placement provider for their reference.

On receipt of the work experience placement form, we will record the form and send a copy to 'my work-experience.com' who are the company undertaking our suitability and Health and Safety checks this year. The placement form needs to be returned to the school as soon as a placement has been agreed but no later than **Friday 1st April 2016**.

As all placements are health and safety vetted, there is a £35 non-refundable administrative fee that we would ask you to pay. Payments need to be made when the paperwork is submitted and again, no later than Friday 1st April 2016. Payment should be made on-line by the ParentPay system OR at a local convenience store displaying the PayPoint logo. Those parents wishing to pay cash should contact the Finance office on 0151 727 1284 to request the option to pay via PayPoint. If there are extenuating circumstances as to why this payment cannot be processed, please contact Ms. Sarah Carroll at school.

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We strongly advise students to start looking now for a placement, there are many schools which go out on work experience during the Summer Term so competition for placements is high. If students do leave looking for a placement until nearer the deadline they may be disappointed if they cannot obtain a placement of their choice.

Students also need to consider the location of the placement as they will be expected to make their own way to the workplace and are required to work the provider's normal working hours.

Students are requested to keep the above dates free of commitments. We suggest that arrangements are made well in advance to change any commitments, such as part time employment, should they clash with work experience hours. Any voluntary or paid work undertaken by a student that has not been arranged and approved by the Academy, is not classified as 'Work Experience' and hence the arrangements are the responsibility of the parents. However, please note that work experience undertaken as part of the curriculum must be approved by the school as part of our duty of care, even if it is arranged by parents.

Further information will follow throughout the year however you will find all information and copies of the paperwork on the school website. If you have any questions please do not hesitate to contact us.

Yours sincerely

Ms. S Carroll

Mr. S Jamieson

Lifeskills Co-ordinator

Assistant Principal

WORK EXPERIENCE

Work experience is an opportunity for your daughter to experience the world of work. The main objective is to get a good experience of an adult work environment, get there on time, be polite etc. Some students may feel as though they have already experienced this through part time employment or Saturday jobs. If this is the case their work experience will give them the opportunity to undertake something new and different.

Your daughter has been given a booklet that will advise them on how to find a work placement. You may wish to read through the booklet with them.

Although students do not go on work experience until June/July 2016, the process has to start many months in advance in order for all paperwork and checks to be in place to ensure your daughter's health, safety and welfare whilst at the placement.

All placements will be checked for their suitability by my work-experience. On the information submitted to My Work-experience by the placement provider, they will inform us of any concerns they have over the use of the placement. If it is deemed that a placement is not suitable we will not authorise your daughter to attend the placement.

Should you decide to allow your daughter to attend a placement that we have classed as unauthorised, we cannot take any responsibility for her whilst she is at the placement. The arrangements for the placement will be directly between yourselves and the provider.

At this point we should point out that we cannot authorise any placement with a provider that does not hold Employers Liability Insurance.

If a provider asks you or your daughter to sign any agreement or contract at any stage during the process you must contact Ms. S Carroll, Work Experience Coordinator, who will check if you should sign the paperwork. If you do go ahead and sign the paperwork without first informing Ms. S Carroll, it could deem the placement as unauthorised.

HOW CAN PARENTS/CARERS HELP?

- Help your daughter to understand the goodwill of placement providers offering placement opportunities.
- Should your daughter not be successful in obtaining a placement on their first or second attempt, encourage them to keep trying. There are many students, not just from our school contacting companies for work placements.
- Help your daughter with their search for a placement, encourage them to look in the yellow pages, on the internet, or you may have some friends or family you can ask to help.
- Ensure that all paperwork is completed and returned by the set deadlines. Assist your daughter in chasing up paperwork from placement providers if necessary.
- Ensure that if a pre-placement interview is required that your daughter attends. Failure to attend can result in the company withdrawing the placement.
- Help your daughter to adopt good work habits, e.g. punctuality, appropriate appearance and behaviour.
- Ensure that your daughter attends the placement every day.
- Contact the school and the placement provider should she be unable to attend the placement.
- Inform the school of any difficulties or concerns you or your daughter may have during the process.
- Discuss the placement with your daughter and encourage them to complete a diary.
- Encourage your daughter to have a positive approach to the placement, even if it isn't quite what they expected.

Hours of work

The Working Time Regulations 1998 and 1999 apply to students on work experience. The number and pattern of hours worked is normally agreed by the placement provider, parents/carers, school and the student. If possible, normal hours should be worked, but students are not allowed to work outside any hours specified by legislation.

It is illegal for students to work more than 5 consecutive days. They should work no more than 40 hours per week and students of compulsory school age should not work on Sundays or Bank Holidays, or between the hours of 10.00pm and 6.00am.

The placement should make provision for appropriate meal breaks in accordance with any general employment legislation that is applicable.

If students have a part time job, they will need to make alternative arrangements during the work experience week.

Transport

Students are expected to make their own way to and from their placement.

Please note that during any break and lunchtime period your daughter will not be supervised and they will be allowed to leave the placement provider's premises during these times unless otherwise stated on the placement form. If you have any concerns regarding this you should contact Ms. S Carroll, Work Experience Coordinator.

Health and Safety

During preparation in school, students will have the importance of health, safety and welfare responsibilities at work outlined to them. The placement provider will need to reinforce health and safety responsibilities at the start of the placement.

All companies must have in place Employers Liability Insurance, adequate supervision and management of risk and welfare arrangements.

My work-experience, the company who are undertaking the suitability checks, after receiving the paperwork from the placement provider may need to make a visit to their premises. If such a visit is required and the placement provider does not allow my work-experience to visit, the placement will not be authorised.

Students and parents/carers are asked to report any accidents or incidents that occur during the placement period to Ms. Carroll.

Any important medical information should be passed onto the placement provider by the parent / carer. Employers are informed that the information is confidential and should only be disclosed to appropriate persons.

A member of staff from school will be contactable for the duration of your daughter's placement and contact numbers will be issued nearer the placement date. Should you have any concerns during the placement period you should contact the school in the first instance. These contact numbers will also be given to students and placement providers.

If any behaviour incident occurs which results in a student being removed from the workplace, the placement provider is asked to notify the school immediately.

Cancellation of Placement

Unfortunately, some placements do withdraw their offer of work experience. If this situation arises, depending on what time of year it occurs your daughter may have time to find another placement. However, if a placement requires a health and safety visit and this cannot be arranged before the placement takes place, we will not be able to authorise the placement.

Next Steps

- Read through the student information booklet that is on the VLE with your daughter
- Search for a placement.
- Return the completed Placement Form and Agreement/Medical details by **Friday 1st April 2016**
- Remember, if at any point your daughter has any questions she should go and see Ms. Carroll
- If you have any queries please contact:

Ms. Sarah Carroll

(s.carroll@belvedereacademy.net)