



21 January 2018

Dear Parent/Carer

Year 10 Work Experience - 9th to 20th July 2018

I am writing to inform you of the arrangements for the Year 10 work experience. This year the placement has been scheduled for the last two weeks of the school year, running from Monday 9 July to Friday 20 July 2018.

As part of the preparations for the student's placement we would like to invite you to a work experience information evening. This will be held on **Tuesday 6 February at 6.00pm** in the Performing Arts area.

During the information evening you will be informed of the whole process and given information with regards to how students can organise their own placement. To support you in preparing for this evening a series of 'Frequently Asked Questions' and their answers are enclosed with this letter.

Ernulf Academy is working with The Employability Partnership to help us deliver the work experience placements to the students. They will help ensure that each placement is safe and that the work is meaningful. The Employability Partnership website has information for parents regarding work experience; this can be found at this link: www.employabilitytps.co.uk.

The Academy views work experience as an essential part of the Curriculum for all students as it enhances their knowledge and understanding of the National Curriculum whilst helping to develop their vocational skills. In addition, work experience enables the students to work with new people, develop their independence and progresses their ability to adapt to different situations. As well as the other benefits the placement increases students knowledge about the world of work. As a result, students gain insight into the skills and attitudes required by employers, which tends to focus students thoughts more on career planning and the need for a good education.

If you require any additional information prior to the meeting please contact me by email; adewar@ernulf.cambs.sch.uk or by phone 01480 374748.

We look forward to seeing you on Tuesday 6 February.

Yours sincerely

Mr A Dewar
Assistant Headteacher

Frequently asked questions

How do students choose their placements?

Students will begin to choose their placements in their ECM lessons using the Employability Partnership website. Once they have chosen they will bring home a letter with their selected placements which need to be put in order of preference. If you agree with their choices, please sign and return the form to Academy as quickly as possible.

We will do our best to allocate students one of their choices, but demand on the popular places can sometimes make the allocation process difficult. Occasionally, therefore, we have to ask a student to re-select, so signing the form does not automatically guarantee the student one of their choices.

How can we support our son / daughter to choose their placement?

When supporting your son / daughter with their choice please help them to consider the following:

- Location of placement with reference to transport and associated costs as students are responsible for getting to and from their place of work.
- The working hours. Students are permitted to work between the hours of 7am and 7pm, with most placements occurring between 8.30 am and 5.30pm, although special arrangements can be made on occasion.
- Their own physical and medical limitations
- Their individual likes and dislikes

However, it is important to remember that work experience is designed as a taster of the wider world of work, rather than a trial of a specific career. Students when considering placements should not limit preferences to one or two areas, as this is their chance to try any type of work.

Can students select their own placements?

Pupils are welcome to arrange their own placements, which will be subject to the same approval process as those provided directly by the school. Parents will be charged for placements which are outside of Cambridgeshire, this can be up to £80 plus VAT.

There is a form that students need to complete to organise their own placement. The form is completed by parents and the employer and returned to the school. We will then forward it to The Employability Partnership who will ensure that the placement complies with all statutory requirements.

Please note students can not organise an own placement with an employer who is already on the work experience database

When do work experience forms need to be returned?

There is a tight timeframe for the organisation of placements for the whole year group so it will be essential that all forms are returned to your son/daughters Tutor by no later than the 29th March 2018. Unfortunately, there will be an administrative late charge of £5 per late form.

What are the benefits of work experience?

This opportunity will be compulsory for all year 10 students and I hope you will encourage your son/daughter to embrace this exciting challenge as it is an integral part of their preparation for their Post 16 pathway. At the completion of a successful placement your son/daughter will be presented with a work experience certificate which is an excellent addition to their Progress Folder. They may also receive an employer's reference is very useful when applying for courses or employment. A successful placement will also be included in the Academy reference which will be written by their tutor.

In the past several students have been offered career opportunities by their work experience employers, these include local firms such as Bosch Rexroth to international companies like Red Bull Racing. In addition a successful placement can be key to Post 16 pathways. This is especially true for those who go on to study for an apprenticeship is needed as students will already have an understanding of Health and Safety.