



Inspiring Learning, Achieving Excellence

Headteacher: Mr Adam Shelley MEd, BSc Hons, PGCE, NPQH

November 2021

Dear Parent

Year 10 Work Experience 21 - 25 March 2022

I am delighted to confirm that the normal work experience programme is going ahead as planned in March.

Aims:

- **For students to have an enjoyable and rewarding placement**
- **To develop important employability skills**
- **To learn about the workplace and labour market**
- **To develop confidence**
- **To help students make informed career decisions**

How does it work?

- All Year 10 students will complete a **one week** placement in the allocated week in March. Students may not do their placement at any other time. Please note that this is a compulsory part of the curriculum for Year 10 so all students are expected to find a placement.
- While the majority of students will be applying for placements in the local area it is possible to do it in other parts of the country providing the employer meets the required legal and insurance requirements.
- Placements can be selected from a database or students can find their own through family contacts, friends or your own initiative. **Every placement has to be checked and approved by the school to ensure that the necessary insurance is in place and that the placement is suitable for pre-16 work experience.**
- The students will be required to complete an application process and the decision to accept lies with the employer.



The Sir John Colfox Academy Trust part of the Minerva Learning Trust (Dorset) which is a charitable company Limited by guarantee and registered in England and Wales with Company Number 8561222.

**The Registered office is at: The Sir John Colfox Academy, The Ridgeway, Bridport, Dorset DT6 3DT
Tel: 01308 422291: Email: office@colfox.dorset.sch.uk**

How to find a placement?

There are basically two ways to find a placement:

1. Use our Work Experience Database to find a possible placement. Students will be provided with a booklet containing employers that have previously provided suitable placements. **Please note that it doesn't automatically mean that they will accept students this year.**
2. Find your own placement – you may have a contact that is willing to offer you an opportunity or you could simply apply to a business that isn't on the database. If you are finding your own placement you must check with the employer that they have up-to-date **Employer Liability Insurance**. If the employer does not have this insurance, you are not legally allowed to do the placement (even if the business is owned by a member of your family). Please be aware that certain jobs have legal age restrictions so check this with any potential employer first – they will know what you are legally allowed to do pre-16.

What happens next?

- There will be a short assembly to launch the programme and go through the procedures.
- All students will receive a paper copy of the database on Monday 22 November. You will also find a link to this on our website from Monday.
- Students will then be asked to complete a selection form. You will have to make **two** choices from the data base (unless you have secured your own placement).
- If you are selecting from the database you will then be allocated one of the placements. The final step will be to send that employer an **application form** and then keep your fingers crossed that they say yes! We will give students the application form and tell them which one of their two choices to apply for. The completed application form will be sent to the employer by the school. If the student is accepted, we will complete all the necessary checks.
- If you have organised your own placement you will need to give us details of the business and the name of the person who has approved it on **Section B of the selection form**. Once we have received this information, parents will be emailed a link to a Microsoft Forms page and asked to give further details of the placement they have agreed. The school will then contact this employer in order to check the insurance details and complete a risk assessment.

You need to think carefully about it and make sure you are selecting placements that are suitable for you and will provide an enjoyable challenge. You might like to consider:

- A placement linked to a career you are interested in
- A placement linked to a particular strength or skill that you have
- Something different and more challenging from your part-time/holiday job

Deadline: You must return your selection form by **Friday 14 January (at the very latest)**. If you are intending to sort out your own placement it is essential that you have provided the contact details by this deadline as it takes time to complete the necessary checks.



Please don't hesitate to contact me at school if you have any questions or would like to discuss possible placement ideas. Further information and copies of the forms will be on our website.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Graham Farrow', with a long horizontal flourish extending to the right.

Graham Farrow
Head of Upper School