



Inspiring Learning, Achieving Excellence

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

October 2022

Dear Parent

Year 10 Work Experience 20 - 24 March 2023

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. ***Please note that if students are taking up work experience in another part of the country the deadline for returning the application form is December 9 2022.***
- 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 two ways to find a placement:

1. Using 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 their own placement – students may have a contact that is willing to offer them an opportunity or they could simply apply to a business that isn't on the database. If they are finding their own placement they must check with the employer that they have up-to-date **Employer Liability Insurance**. If the employer does not have this insurance, they 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?

- Students have received an assembly to launch the programme and go through the procedures.
- All students will receive a paper copy of the database after half term. There will also be a link to this on our website.
- Students will then be asked to complete a selection form. They will have to make **three** choices from the database (unless they have secured their own placement).
- If they are selecting from the database they will then be allocated one of the placements. The final step will be to send that employer an **application form** and then keep their fingers crossed that they say yes! We will give students the application form and tell them which one of their 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 students are going to or have organised their own placement they 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.

Students need to think carefully about their placement and make sure they are selecting placements that are suitable and will provide an enjoyable challenge. They might like to consider and discuss with you:

- 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 13 January (at the very latest)**. If students are intending to sort out their own placement it is essential that they 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 available on our website.

Yours sincerely

Elin Jones
Head of Business and Careers



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