



# BRINE LEAS SCHOOL

## Work Experience Information

An Academy

'Believe, Learn, Succeed'



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General enquiries:

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Head of School: Mr D Cole





## BRINE LEAS SCHOOL

Believe, Learn, Succeed

Monday 4<sup>th</sup> March 2019

Dear Parents/Guardians/Carers

For many years, Brine Leas students have undertaken work experience as part of their Careers programme. Most students come back altered and their self-confidence strengthened, having actually seen the real world for five days. It can be an important stepping-stone towards examination success and a realisation that they will soon be moving on to the next stage of their lives.

We cherish the links that we have made with the community through the work experience programme; we do endeavour to contact all employers and visit students at their place of work.

It is worth stressing that the experience need not be related to any final career choice, as any experience within a work place environment is extremely valuable.

Brine Leas School has, and continues to value the benefits of work experience as part of the KS4 curriculum; as such despite the current climate when other schools are no longer providing this opportunity, we continue to do so. We hope that all students enjoy their placement and gain an insight into their own strengths.

I hope that the information provided by the school clearly sets out what the employee and the school expects, as well as what your child's entitlement is.

Work experience is a fantastic opportunity for your child.

Yours faithfully

David Cole  
Head of School



## **Self-Placement**

Students who self-place for work experience through their own contacts or through their own personal enquiry are always the most successful placements.

Sourcing a work experience placement should emulate the process of seeking employment. Please encourage children to take ownership of finding their own placement.

Students are advised to make contact with prospective placements early to save disappointment. Please be mindful that the whole year group are undertaking their work experience during the same week and students from other schools in the local area could be looking for placements too.

Guidance is available in school and if your child would like suggestions of organisations they can contact for placements, they can speak to Mrs Cundy in school or email [work.experience@brineleas.co.uk](mailto:work.experience@brineleas.co.uk)

## **Work Experience Paperwork**

All students will need a self-placement form, which is included in this pack. This form has sections that need to be completed by the student, the employer and parents/guardians. Please ensure that all information is fully completed and all sections are signed before returning this to school.

It is important that students visit the employer to present the self-placement form and introduce themselves. They should gather information such as start and finish times, what to wear etc. as is necessary to complete the self-placement form. It will also make it easier when they arrive on the first day.

A copy of this booklet along with the Self-Placement form can be found on the school website [www.brineleas.co.uk](http://www.brineleas.co.uk)

***The deadline for FULLY COMPLETED forms is Friday 14<sup>th</sup> June 2019. These need to be handed to Mrs Cundy at Student Reception.***

## **Could you offer a placement?**

If you would be able to offer another student a placement in a business you or an associate is involved with, we would be delighted to hear from you. Please email [work.experience@brineleas.co.uk](mailto:work.experience@brineleas.co.uk)



## **Useful Information**

Should you need any further details regarding work experience, please contact Mrs Cundy.

She is in school on Monday, Thursday and Friday.

**Tel:** 01270 625663

**Email:** [work.experience@brineleas.co.uk](mailto:work.experience@brineleas.co.uk)

Placements should be within the local area wherever possible but should your child wish to consider something further afield, please contact Mrs Cundy in advance of making arrangements. We endeavour to visit as many children as possible whilst they are on work experience and additionally risk assessments may need to be carried out to ensure the employer is following the necessary safety practices required for us to allow a placement to go ahead.

## **Frequently Asked Questions**

### **What do I do if I have lost my work experience form?**

Should students misplace their form they can find a copy to download from the school website – [www.brineleas.co.uk](http://www.brineleas.co.uk)

### **If I need support in finding a placement, who should I contact?**

We know it is sometimes difficult to find a suitable placement and the school is happy to provide guidance with this. The school have worked with local businesses over a number of years and Mrs Cundy would be more than happy to give any student ideas of organisations for them to consider, if required.

### **Does the school pay for the transport to and from the placement?**

No, all transport costs have to be paid by parent/guardian.

### **How early should I secure my placement?**

It is not too early to secure a work experience placement for October now. Many local employers offer placements to many schools in the area, so please take action early to avoid disappointment.

### **Is it possible to take a work experience placement out of the local area?**

Students looking to undertake work experience further than a 30-mile radius of school need to speak to Mrs Cundy in advance of any arrangements being confirmed.



**Do I have to do my work experience week commencing Monday 21<sup>st</sup> October?**

Placements do need to take place in the dedicated work experience week, which is Monday 21<sup>st</sup> – Friday 25<sup>th</sup> October 2019. If students wish to do additional work experience it will need to be during school holiday weeks.

**I can't find a work experience placement within my chosen career path**

The idea of work experience during Year 11 is to allow students to get an insight into any working environment. The placement does not have to be connected to a career they are looking to pursue in the future.

**Dates For Your Diary**

**Work Experience Information Evening – Monday 4<sup>th</sup> March 2019**

*Parents are given an overview of Year 10/11 Careers and Work Experience. During the evening work experience, self-placement forms will be available to take home. Copies of all paperwork relating to work experience are also available on Brine Leas School website.*

**Mock Interviews – Tuesday 5<sup>th</sup> March to Thursday 7<sup>th</sup> March 2019**

*Each student will have a 20 minute Mock Interview with an external interviewer following completing a CV in school.*

**Deadline to return Self Placement Forms – Friday 14<sup>th</sup> June 2019**

*Students should return their fully completed forms for the attention of Mrs Cundy at Student Reception.*

**Students to receive their Work Experience Log Book & Final Instructions – Week commencing Monday 7<sup>th</sup> October 2019**

*All students will be briefed on what is expected of them whilst they are on placement and will be handed their Work Experience Log Book, which they will complete daily during the week.*

**All Year 11 Students will be in their placements for one week commencing Monday 21<sup>st</sup> October 2019.**