



# Work Related Learning Information



# BRINE LEAS SCHOOL

An Academy

'Believe, Learn, Succeed'

A Specialist College  
of Technology  
and Languages

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Headteacher: Mr A Cliffe





## BRINE LEAS SCHOOL

Believe, Learn, Succeed

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, 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. Do not hesitate to contact Miss Morrison or Mrs Cundy for further details.

Yours faithfully

Andrew Cliffe  
Headteacher



**Useful Contact Information**

**Work Related Learning Co-ordinator: Miss J Morrison**

**Work Related Learning Assistant: Mrs I Cundy**

**Tel:** 01270 625663

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

Miss Morrison is available from Monday – Friday in the Careers Office situated in the Data Office (opposite the Music Room) and Mrs Cundy is available on Monday, Thursday and Friday at Student Reception.

**Careers Advice at Brine Leas School**

Miss Morrison is the Work Related Learning Co-ordinator within the school and is available to offer support with any work experience queries.

Individual and impartial 1:1 careers interviews are also available for all students regarding Post 16 options whether that be for assistance with completing applications, applying online or looking for an apprenticeship. Students can attend as many appointments as required in order to achieve a successful Post 16 transition.

In addition to appointments, students are welcome to drop in at both break and lunchtimes.



## **DATES FOR YOUR DIARY**

### **Work Experience Information Evening – Monday 5<sup>th</sup> February 2018**

*Parents will be 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.*

### **Mock Interviews – Week commencing Monday 5<sup>th</sup> March 2018**

*Each student is given a 20 minute Mock Interview with an external interviewer after completing a CV and Letter of Application.*

### **Work Experience Workshops – Spring Term 2018**

*Students who have been unable to self-place for work experience will have the opportunity to attend a workshop during lunchtime throughout March. They will receive support and guidance from the school Careers team.*

### **Deadline to sign up for the Army Insight Course – Friday 4<sup>th</sup> May 2018**

*Any student wishing to participate in the Army Insight Course will need to have contacted Miss Morrison or Mrs Cundy to express their interest.*

### **Deadline to return Self Placement Forms – Friday 4<sup>th</sup> May 2018**

*Fully completed forms are to be handed in for the attention of the Careers Administrator – Mrs Cundy at Student Reception.*

### **Last chance to inform school of any health issues – Monday 8<sup>th</sup> October 2018**

*Any health information that has not been included on your child's self-placement form/C-Form needs to be recorded in school. This deadline will allow us time to communicate to the employer before work experience commences.*

### **Students to receive their Work Experience Log Book & Final Instructions – Week commencing Monday 8<sup>th</sup> October 2018**

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

**Students will be in their placements for one week commencing  
Monday 22<sup>nd</sup> October, 2018**



## **Self- Placement**

In previous years the majority of our students self-place for work experience through their own contacts, either family, friends or neighbours. Historically these have been the most successful placements.

If you do not feel that you have any suitable contacts to be able to self-place and will need support from the school, please encourage your child to speak to Miss Morrison or Mrs Cundy as soon as possible for suggestions or email them directly at [work.experience@brineleas.co.uk](mailto:work.experience@brineleas.co.uk)

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 into school. **Incomplete forms will not be accepted.**

It is really important that the student visits the employer to present the self-placement form and introduce themselves. This will make it easier when they arrive on the first day.

**The deadline for fully completed forms is Friday 4<sup>th</sup> May, 2018 and they need to be handed in to Mrs Cundy at Student Reception.**

We encourage you 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 also students from other schools in the local area could also be looking for placements.

## **Health Information**

It is your duty to advise school of any health issues that your child may have. Please complete the Form C included in this pack and return to school with the fully completed self-placement form. Should you have any additional concerns, please do not hesitate to contact Miss Morrison or Mrs Cundy to discuss.

Should any new information regarding health issues come to light after submitting the form, please ensure school is updated, so we can ensure the employer is fully aware.

Your child's safety is paramount.



**Frequently Asked Questions**

**Where can I get another Self-Placement Form from?**

These can be obtained from Student Reception or from the Work Related Learning Team. They are also available on the school website – [www.brineleas.co.uk](http://www.brineleas.co.uk)

**What if I need support in finding a placement?**

We know it is sometimes difficult to find a suitable placement and the school is happy to provide support with this. The school have worked with local businesses over a number of years and Miss Morrison and Mrs Cundy would be more than happy to give any student assistance 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.

**Please note that we will only accept fully completed forms.**

**Any incomplete forms will be returned to the student.**



**ARMY**  
**BE THE BEST**



### **Army Insight Course**

Next year we are hoping to participate in a 5 day residential Army Insight Course from Monday 22<sup>nd</sup> October – Friday 26<sup>th</sup> October 2018

The Army provide these courses free of charge to the school and allow students who could be considering a career in the forces a chance to try out some Army tasks, eat and sleep as soldiers and put themselves through some Army physical training. This is all under the close and watchful eye of a trained team of officers and soldiers.

The group that participated in the course this year had a fantastic time and gained many skills that are transferable to other careers, so it is not exclusive to those considering joining the forces.

#### **The course aims:**

- To give a clear picture of Military life.
- To undertake a wide range of physical and team activities.
- To give student's an opportunity to develop their leadership potential.
- A challenging yet fun experience.

Brine Leas staff will accompany the students and transport will be provided from school.

For the course to go ahead we need a minimum of 15 students wishing to participate and this would provide their weeks work experience. (Unfortunately if we do not reach the minimum number of 15 students, we will not be able to participate in the course. There will be a nominal charge to cover the cost of transport. Occasionally the Army have to cancel the Insight Course due to military training/action)

Any student that would be interested in joining the course will need to sign up with Miss Morrison or Mrs Cundy by Friday 4<sup>th</sup> May, 2018.

We ran this course last year and the students who attended had an amazing time. It really is an incredible opportunity.