



# Year 10 Work Experience - information for parents

## When is Work Experience?

**Monday 16<sup>th</sup> to Friday 20<sup>th</sup> June 2025**

Students will do 5 days starting on Monday 16<sup>th</sup> June. This will be with an employer of their choice and in an industry they like to experience. **Students must find a suitable placement.**

### The aims of Work Experience

Work experience provides each individual with the chance to experience the world of work. It is a preparation for what all students will face when they leave full-time education. Work experience at Chipping Sodbury School aims to:

Develop an understanding of being in regular employment including being punctual, acting responsibly and doing routine tasks.

Develop their job skills for a career in which they may have an interest.

Develop skills for work, such as working with customers, carrying out instructions, and using their initiative to deal with different situations.

Give students a chance to gain an understanding of a career path or opportunity from first-hand experience.

### When do we need to find a placement?

Due to high demand students need to be looking for placements now. We ask everyone to get sorted as soon as possible, All placements and forms must be confirmed by **Monday 24<sup>th</sup> February 2025**.

### Students studying Child Development

Students studying Child Development do not have to find a placement within a child care setting. However, it does support their learning in this subject and is recommended that they find a WEX placement in an appropriate early year setting. These placements go very quickly, so apply as soon as possible.

### Travel

When finding a work experience placement please be aware of travelling expenses and timetables. The school is unable to pay for or arrange transport.

### Pre-Placement Interview

Some employers require a pre-placement interview. Students need to look smart, be on time, and preferably have found out some information about the company.

### Employers and Health and Safety

Chipping Sodbury School has a good relationship with local employers. In order for employers to have work experience students, they need to have Employer's Liability Insurance and be risk assessed. Risk Assessments from prospective employers are checked by Delegated Services.

## **What do they need to wear?**

The choice of clothing depends on the placement provider's job type, rules and expectations. Please check with the placement on their dress code or as per the section on the form. Do not wear clothing which is revealing, tight fitting, offensive slogans, trainers or hoodies. Some placements may require safety shoes, they will need to be purchased by yourselves in advance of the placement.

School uniform is always an option. If in doubt, ask.

## **Mobile Phones**

Please inform your child that mobile phones are not appropriate in many workplace situations, particularly secure sites, such as Rolls-Royce or Airbus. Also, schools and nursery schools do not allow staff to have their mobile phones in their pockets whilst in the care of children. Students are asked to keep phones in their bags, which are locked away. It is not appropriate for students to take photos on their mobile phone.

## **Social Media**

Please remind your child that confidentiality is of paramount importance whilst on work experience. Facebook, Twitter and other social media sites are not to be used to post photos or comments, before, during or after the placement.

**Logbook** All students will complete a log book to record their duties whilst on their placement. This needs to be returned to school on **Monday 23<sup>rd</sup> June 2025**.

## **Work Experience Expectations:**

**Students need to find a placement through their own initiative.**

**Attend every day and be punctual.**

**Contact the employer and school if they are unable to attend.**

**Wear appropriate clothing.**

**Use appropriate language and behaviour.**

**Obey instructions.**

**Be keen and willing to learn.**

**Students with work experience on their CV are showing employers their willingness to try to adapt to new surroundings and set themselves apart from the competition.**

**Any problems please contact: -**

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