

Guide to Year 10 Work Experience 13 - 16 July 2020

Identify a placement

- Identify a work placement of interest to you.
- If you are unsure of what you would like to do visit Mrs Brenton and Mrs Tu in the careers office in E centre, who can help and suggest employer contacts.
- Pupils make contact with the company and ask if the company would take them for work experience.

Forms

- Once the Employer has agreed to your placement they must complete a Work Placement Form (available from the the Careers Office in E Centre, Mrs Greenaway-Light or the school website).
- The form must then be signed by yourself and a parent/guardian.

Form Deadline

- Hand the completed form into Mrs Tu, Careers and Work Experience Administrator ASAP and by:

16 March 2020

- Hand in by Fri 14th Feb (end of term 3) for 3 ACEs and a chance to win an Amazon voucher
- First Tutor Group to reach 80% of forms handed in wins a lunchtime pizza delivery

Health & Safety checks

- Once the form has been received, your placement will be Health and Safety checked, this may take several weeks.
- When the placement has been approved, Mrs Tu will send you an email to your **school email address** and your parents to confirm.

Attendance

- Ideally 3 weeks before you are due to attend your placement, call the employer to reintroduce yourself and to finalise any arrangements such as working hours and uniform.
- Placements will start on Monday 13 July until Thursday 16 July 2020. If you cannot attend your placement for any reason, the school and employer must be informed by 8:30am on that day.
- All students are required to attend the De-Brief morning on Friday 17 July 2020.

If you require assistance with any of the above steps please contact Mrs Tu as soon as possible:

in the Careers Office in E Centre

by email: eat@hardenhuish.wilts.sch.uk

or by telephoning the school on 01249 650693.