

Work Experience – Frequently Asked Questions

Can I choose a different term time week to do my work experience?

Year 10

No, as school is closed to pupils during the designated WEX week in July, all Year 10 pupils must be on a placement.

In rare cases it may be possible to have a term time placement **in addition to** a placement in WEX week, however approval for this will need to be requested from Mrs. Percy. A WEX form would be needed for both placements.

Year 12

If agreed with your class teachers to miss lessons, it may be possible for you to do a different term time week for WEX. Please contact Ms. Brenton to discuss this.

Can I do my WEX in the school holidays?

Year 10

Yes – but this would need to be **in addition to** a placement on the designated WEX week. As school will be closed the placement will be at your own risk/parent's discretion. You will not need to fill in a WEX form for this but please do contact Ms. Brenton so a note can be made of the placement.

Year 12

Yes – it is possible to do WEX during the school holidays but as school will be closed this will be at your own risk/parent's discretion. You will need to complete a different 'school holidays' WEX form for this.

Can I go to my parents' or family/friend's company for WEX?

Yes – provided Health and Safety Checks and Insurance arrangements are satisfactory then this is possible.

Where can I get help finding a placement?

If you need help with choosing a placement that's right for you, or with finding appropriate contacts, help is available from your tutor, pastoral manager, learning manager and Ms. Brenton.

You may contact Ms. Brenton by email, or drop in as follows:

By visiting Ms. Brenton's office in the Sixth Form at break or lunch time.

If you have a part time job, are you allowed to do your WEX there?

We would prefer you to find a different placement. WEX placement should not be a paid position.

Are there are minimum number of hours in that week that you would expect a student to do?

Students should be working for at least the time that they would normally be in school. No more than 8 hours a day.

Is it possible to do 2 x part time placements or does it have to be with just 1 employer please?

Whilst we do not want everyone to do this, this would be possible but please let Ms. Brenton know as soon as possible. A WEX form would be needed for both placements.

If your child has special needs and could struggle with a suitable, safe placement what are the options/process for liaising with the school?

There is space on the form to detail any specific learning or medical requirements that the employer needs to be aware of. If you are concerned about finding a placement, please contact Ms. Brenton as soon as possible as she will be able to suggest placements that have been used in the past.