



# ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

Dear Parent/Carer,

October 2017

## Year 11 Work Experience Programme 2018

As part of the extended curriculum offered to all pupils, we recommend participation in our optional work experience programme for Year 11 students following exams next summer. This represents an invaluable opportunity to identify individual work related skills, raise confidence and aspirations and experience the realities of working life in a supported environment.

Every year we obtain amazing feedback from both employers and students and this year was no exception. Attached to this letter is an infographic celebrating key success factors from the July 2017 programme and highlighting a small sample of the many inspiring comments received. Also included is a list of the local companies who hosted St Aidan's students this summer. We would like to fully acknowledge and endorse their support and recognise their active investment in young people; evident through the time and thought that went into the preparation, delivery and mentorship of some fantastic placement programmes.

Students are expected to actively secure their own one week work experience placement. To assist, school work closely with NYBEP (North Yorkshire Business and Education Partnership) who provide work experience support and ensure that all the relevant health and safety and insurance provisions are in line for each placement. Through NYBEP, students will be given access to an on-line database to help them search for a placement and make contact with local employers.

Once students have registered to take part in the work experience programme by returning the **Parental Permission Slip** at the end of this letter together with a contributory payment, they will receive the following paperwork and assistance:

1. a step-by-step **Guide to Applying for Work Experience**
2. a **Work Experience Placement Form** to fill out once a placement has been secured.
3. Drop in and appointment sessions, held every **Tuesday and Friday lunchtime** in the Careers Department.

Whilst we appreciate that this is a very busy and important year as students prepare for their exams, we would strongly encourage participation in the work experience programme. Placements take place within a 3 week period ( July 2<sup>nd</sup> – July 20<sup>th</sup>) enabling students to fit in one week of work around end of year activities such as the Ardèche trips and the Year 11 prom.

In order for the programme to run smoothly, please see below for a list of the key dates:

**Wednesday 18<sup>th</sup> October 2017:** deadline to return both the Work Experience Parental Permission Slip and the Ardèche Friendship Groups form to Mrs Farrar / Careers Department.

**Wednesday 20<sup>th</sup> December 2017:** deadline to secure a confirmed work experience placement and return the Work Experience Placement Form (WHITE).

Headteacher: Mr J Wood

St. Aidan's Church of England High School, Oatlands Drive, Harrogate, North Yorkshire HG2 8JR

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**April – July 2018:** Placement Contract (BLUE) together with full risk assessment, confirmation of dates, start/finish times, company contact etc. sent home for parent/student attention prior to placement start date. Acknowledgement and final parental consent will be required.

**25<sup>th</sup> June – 20<sup>th</sup> July 2018:** work experience placements to take place during this period.

**Thursday 28<sup>th</sup> June 2018:** Year 11 Prom.

**5<sup>th</sup> - 13<sup>th</sup> or 12<sup>th</sup> - 20<sup>th</sup> July 2018:** Ardèche trips: please coordinate with your work placement.

NYBEP charge St Aidan's £40 per student to cover administrative costs such as access to the database, employer health and safety checks and liability insurance provision and St Aidan's requests a **voluntary, non-refundable contribution of £20** towards these costs. Please note, if your son/daughter arranges a placement outside North Yorkshire, risk assessment provision will not automatically be covered by NYBEP, incurring additional costs, payable by you. **Our preferred method of payment is via ParentPay.** Payment by cheque will still be accepted however and should be made payable to St Aidan's School Fund. Please return cheques with the slip below clearly marking the student's name on the reverse.

All documents and letters regarding work experience will be uploaded to the Year 11 letters page of the school website. Please contact Careers on 01423 818534 for further guidance at any time.

If you wish your son/daughter to participate in the programme, please complete and return **FAO Mrs Farrar, the Work Experience Consent slip (see below)** together with the **Ardèche Friendship Groups form (separately distributed)** by Wednesday October 18<sup>th</sup> 2017:

Regards

Mr P Alker  
Head of Year 11

Marian Farrar ([m.farrar@staidans.co.uk](mailto:m.farrar@staidans.co.uk))  
Work Experience Co-ordinator

✂.....

I would like my son/daughter to participate in the 2018 Work Experience Programme.

I have paid through Parent Pay.  **OR** I enclose a cheque for £20

I enclose the Ardèche Friendship Groups form (as applicable)

I understand that placements outside North Yorkshire may be subject to additional costs.

Student Name..... Form .....

Parent/Guardian name ..... Signature .....

Parent Guardian email: .....  
(this is really helpful to occasionally send or clarify students' individual information. Please print clearly to ensure correct interpretation of underscores, dots etc )

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