



ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

Dear Parent/Carer,

October 2018

Year 11 Work Experience Programme 2018 - 2019

As part of the extended curriculum offered to all pupils, we strongly recommend participation in our optional work experience programme for Year 11 students following exams next May/June. Students are encouraged to arrange one week of work within a local (North Yorkshire, Leeds, Bradford or York) business or organisation, saving contacts they may have with companies further afield, for school holidays or 6th Form Enrichment Week.

Placements take place within a 3 week period (July 1st – July 19th) enabling students to fit in one week of work around end of year activities such as the Ardèche trips and the Year 11 prom.

Work Experience represents an invaluable opportunity to identify individual work related skills and raise confidence and aspirations. This can start straightaway, by evidencing the research, enterprise and organisational skills required to successfully secure a placement by the December deadline – in addition to the most important skill – understanding where and how to ask for help.

Students who register with the programme are expected to actively secure their own placement, drawing on friends or family contacts in industries they have an interest in exploring. 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, safety and insurance provisions are in line for each placement. Through NYBEP, students will have access to an on-line database containing contact details and job descriptions for placements obtained in previous years. A **7 Steps to Arranging Work Experience guide** is available on the Careers section of the school website together with a more detailed '**Guide to Applying for Work Experience**' handbook. All other documentation and letters will also be available to download, should any handouts be mislaid or damaged.

Once students have registered to take part, by returning the **Parent Consent Slip** at the end of this letter together with a contributory payment, they will receive the following paperwork and assistance:

1. A **Guide to Applying for Work Experience** handbook
2. A **Work Experience Placement Form** (at the back of the booklet) to complete once a placement has been secured and dates confirmed with the employer. (Deadline 19th December)
3. One to one help each **Tuesday & Friday lunchtime** in the Careers Department. Students can drop-in between 12.30 – 1.00pm or make individual appointments from 1pm – 1.30pm at Careers Reception.

Whilst we appreciate that this is a very busy and important year as students prepare for their exams, we strongly encourage participation in the work experience programme.

Headteacher: Mr J Wood

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

Tel: 01423 885814 • Fax: 01423 884327 • Email: admin@staidans.co.uk • www.staidans.co.uk



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

Friday 19th October 2018:

Deadline to return **Parent Consent Slip** (below)

Wednesday 19th December 2018:

Deadline to secure a confirmed work experience placement and return the **Placement Form**

April – July 2019:

Individual Placement Contracts together with full risk assessment sent via register/post and parental email prior to placement start date.

1st July - 19th July 2019:

One week work placements arranged within this period.

4th - 12th July 2019 or

11th - 19th July 2019:

Ardèche trips: please coordinate with placement dates.

NYBEP charge St Aidan's £40 per student to cover admin costs such as access to the database, health and safety checks and risk assessment. St Aidan's requests a voluntary, **non-refundable contribution of £20** towards these costs. Our preferred method of payment is via **ParentPay**. Payments by cheque are acceptable 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.

NB. All Work Experience documents and letters will be uploaded to the Careers section 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 the **Parent Consent Slip** below, to Main School or Careers Reception by Friday 19th October 2018

Regards

Mr D Bean
Head of Year 11

Marian Farrar (m.farrar@staidans.co.uk)
Business & Community Partnerships / Work Experience

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Parent Consent Slip – return by 19.10.18 FAO Mrs Farrar to box on Main School Reception Desk

I would like my son/daughter to participate in the 2018 – 2019 Work Experience Programme.

I have paid £20 through Parent Pay **OR** I enclose a cheque to St Aidans School Fund for £20

Student Name..... Form

Parent/Guardian name Signature

Parent / Guardian email:

(For occasional clarifying students' individual details or to send specific information for their placement. Please print clearly to ensure correct interpretation of underscores, dots etc)

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