****

Dear Parent/Carer,

**Voluntary Work Placements 2020/21**

St Aidan’s School and Associated Sixth Form encourages students to enhance their curriculum by using private study time or school holidays to undertake either a one off ‘block’ placement or, in 6th Form only, a regular weekly/bi-weekly arrangement to fit alongside timetabled commitments. This provides an opportunity to acquire valuable transferable skills and gain current industry knowledge. There are many opportunities to secure placements both within school or off the school premises in Harrogate and the surrounding area.

Voluntary work placements are a private arrangement between student/parent/guardian and host employer/organisation. No formal risk assessment will be completed by the school in advance and no cost will be incurred.

In all instances, it is the responsibility of the student to secure a placement outside timetabled lessons or within school holidays and provide full details of the placement on the attached Voluntary Work Placement Agreement form prior to the start date. Please note that written authorisation from both parent/guardian plus Head of Year or Senior Tutor must be obtained together with Employer Liability Insurance Policy details and a signature from the host employer/organisation. Students will also be responsible for getting themselves safely to and from their placement.

Students will be expected to adhere to the Behaviour Policy and Attendance Agreements of St Aidan’s and Associated Sixth Form at all times when undertaking a Voluntary Work Placement. We reserve the right to cancel a placement at any time if a student is found to be in breach of this.

If you wish your son/daughter to undertake a Voluntary Work Placement, please complete the reply slip below and return it to the Careers Department. Once a placement has been secured they will then need to return the completed Voluntary Work Placement Agreement (below). Should you have any further queries, please do not hesitate to contact the Careers Department on 01423 818534.

Regards



Mr C.I. Kidman Mr N Beetles Mrs D. Bennett

St Aidan’s Head of Sixth Form St John Fisher Acting Head of 6th Form Head of Careers

✂…………………………………………………………………………………………………………………………………………………

I would like my son/daughter to undertake a Voluntary Work Placement

Student Name………………………………………………………………………….. Tutor Group …………………….

Parent/Guardian signature ……………………………………………………….. Date .………………………………

***Please complete as appropriate and return to the Careers Department, Bede House, St Aidan’s School***

**Voluntary Work Placement Agreement**

**Student Name**…………………………………………………………. **Form/Tutor Group** ……………………

**Placement Details:** Organisation/Company Name…………………………………………………………………

Address…………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………….

Contact Name: …………………………………………………………………….. Telephone No ………………………………….

Contact Email Address: ……………………………………………………………………………………………………………...

**Employer Liability Insurance *- policy name, number & expiry date***

***(not required if placement takes place during school holidays or if volunteering in this school)***

Name: ……………………………………Policy No: ……………………………………………….. Expiry date: ……………………….

**Employer Signature**………………………………………………………………………………………………………………………..

**Volunteering or Job Role – (Job Title and brief description)** ……………….……………………………………….

……………………………………………………………………………………………………………………………………………..

**Start Date**……………………………………………………. **End Date**……………………………………………………

***Frequency – for once a week/fortnight, term time placements only***

Monday Period 1

Tuesday Period 2 Week A

Wednesday Period 3 Week B

Thursday Period 4 Week A & B

Friday Period 5

**Additional Information*…………………………………………………………………………………………….***

**Authorised by: Form Tutor** (print)**: …….…………………………Signed: ……………………………………..**

**Declaration**

* *We understand that it is the student’s responsibility to attend all volunteering/work experience sessions as agreed above. For 6th Form students during term time, unexplained absences will lead to discussion between students, parents and the Senior Tutor. Students should abide by the Attendance Agreement, which is in the Student’s Planner.*
* *We agree that the reputation of the St Aidan’s and Associated Sixth Form in the wider community depends upon each student adhering to the school’s Behaviour Policy / Dress Code explained in the Student Planner.*
* *We understand that it is the student’s responsibility to get themselves to and from their placement safely.*

Name…………………………………………........ Signed…………………………………………….. (Parent/guardian)

Name…………………………………………........ Signed………………………………………………….… (Student)

**Preparation for Voluntary Work Placements**

# **Volunteering Agreement**

* Complete all sections of the form. Ask your host employer to check the details and insert their Employers Liability Insurance policy number and expiry date. If it is not possible to visit your employer, please scan/email or post it (including a stamped addressed envelope for return)
* If during term time, ensure that you tick the relevant boxes to show the frequency of your placement – essential for your attendance to be recorded accurately by the Sixth Form Office
* Ask your Form Tutor or Senior Tutor to sign the form and then take it to the Careers Department, Bede House, St Aidan’s.

**Volunteering DOs**

* Do make sure that you confirm the following with your host employer: working hours, lunch arrangements, dress code, mobile phone policy, health & safety induction
* Sort out your travel arrangements in advance – check public transport timetables. *Be on time!* You are responsible for getting yourself safely to and from the placement.
* Inform your employer well in advance if you have a scheduled appointment such as a school mock exam, a music/dance/drama exam or a medical appointment which prevents you from attending your placement
* Show respect for all the staff at your host employer. Remember, it is a significant undertaking to accommodate a student and you are representing our school in the wider community
* Ask questions, show enthusiasm and have fun – this is a great opportunity to find out more about different sectors of industry and develop skills and qualities that you will be able to reference on any future applications
* Keep a journal detailing what you do whilst on placement – this will be useful when filling out future job applications/drafting a personal statement
* Send a thank you letter at the end of your placement – remember, your host employer may be approached by another student next year!

**During Term time**

* Take the Main School, Sixth Form Office and Careers Department telephone numbers with you if case you need to contact school whilst on placement:

Sixth Form Office St A’s: 01423 818516, SJF: 01423 818426 Careers Department: 01423 818534

**Volunteering DON’Ts**

### Don’t be late!

### Don’t be afraid to ask questions

### Don’t divulge any confidential information about your host employer, however innocent you may believe a comment to be

### Don’t take any photographs unless specifically asked to do so by the employer. Under no circumstances should any photographs or comments be posted on social media or any other public domain

### Don’t make or receive personal calls whilst on placement other than in an emergency

### Don’t be afraid to contact the Careers Department on 01423 810858 if you have any questions or experience any problems during your volunteering placement.