



ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

Dear Parent/Carer,

September 30th 2021

Year 11 Work Experience Programme 2021 - 2022

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 work experience during school holidays or 6th Form.

Placements take place within a 3 week period (July 4th – July 22nd 2022) enabling students to fit in 1 week of work around end of year activities such as school trips and Year 11 prom. To allow time for individual risk assessments to be completed, students should confirm details of their placement by **February 18th 2022**.

Work Experience represents an invaluable opportunity to raise confidence and aspirations whilst also enabling students to identify individual work related skills. In addition to gaining a greater understanding of themselves and of the workplace, students will also be able to evidence the research, enterprise, resilience and organisational skills required to successfully secure a placement by the February Half Term deadline, 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 an online database containing contact details and job descriptions for placements obtained in previous years. NYBEP also ensure that all relevant health, safety and insurance assessments are carried out for each placement.

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

1. **Guide to Applying for Work Experience** handbook including database login details
2. **Work Experience Placement Form** (at the back of the handbook) to complete once your placement is secured and dates confirmed with the employer. (Deadline: 18th February 2022)
3. One to one help each **Tuesday & Thursday lunchtime** in the Careers Department - drop-in between 12.45 – 1.30pm from w/c October 4th

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. 94% of students who took part in 2019 reported a greater belief in themselves following their placement, whilst 95% said they had more confidence in their ability to evidence work related skills in applications or interviews.

Headteacher: Mr C Burt

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

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





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Please see below for a list of the key dates:

- Friday 22nd October 2021** Deadline to return **Parent Consent Slip** (below)
- Friday 18th February 2022** Deadline to secure a confirmed work experience placement and return the **Placement Form**
- April – July 2022** Individual Placement Contracts together with full risk assessment issued via register/post
- 4th July - 22nd July 2022:** One week work placements take place

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 therefore requests a voluntary, **non-refundable contribution of £20** towards these costs. Our preferred method of payment is via **ParentPay**. Payments by cash or cheque (made payable to St Aidan's School Fund) should be returned 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 and distributed to Year 11 Tutors. Please contact Careers on 01423 818534 or email Mrs Farrar – m.farrar@staidans.co.uk - 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 the collection box at School Reception or direct to Careers Reception by Friday 22nd October 2021

Regards

Mr P Alker
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 22.10.21 FAO Mrs Farrar to box on Main School Reception

I would like my son/daughter to participate in the 2021 – 2022 Work Experience Programme.

I have paid £20 through Parent Pay **OR** I enclose £20 cash/cheque (St Aidan's School Fund)

Student Name..... Form

Parent/Guardian name Signature

Parent / Guardian email:.....

(For the occasional clarification of 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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