



ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

Dear Parent/Carer,

September 11th 2023

Year 11 Work Experience Programme 2023 - 2024

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** (Yorkshire & Teeside) business or organisation.

NB. Please save contacts you may have for work experience in more distant areas of the country for the school holidays or 6th Form.

Placements take place within a 3 week period (July 3rd – July 21st 2023) enabling students to fit in 1 week of work around end of year activities such as Ardeche trips. To allow time for individual risk assessments to be completed, students should confirm details of their placement by **March 1st 2024**.

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 the workplace during their placement, students will also be able to evidence the research, enterprise, resilience and organisational skills required to successfully apply for and secure a placement by the March 1st deadline.

Our expectation is that students will draw on friends or family contacts in industry sectors they would like to explore. However, to assist, school work closely with NYBEP who provide an new app which students can download containing contact details and job descriptions for placements obtained in previous years. NYBEP also ensure relevant health and safety assessments are carried out for each placement.

Please return the **Parent/Carer Consent Slip** at the end of this letter by October 27th 2023. Once students have registered to take part, by 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: 1st March 2024)
3. **Weekly lunchtime Drop-in sessions** held in the Careers Department from w/c November 6th.

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 July 2023 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.

Interim Headteacher: Mr D Thornton



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Key dates:

Friday 27th October 2023	Deadline to return Parent Consent Slip (below)
Friday 1st March 2024	Deadline to secure a confirmed work experience placement and return the Placement Form
June – July 2024	Individual Placement Contracts together with full risk assessment issued via email
1st July - 19th July 2024	One week work placements take place

NYBEP charge St Aidan's £40 per student to cover admin costs such as access to the app, 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**. However, 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 27th October 2023

Regards

Mr L Margerison
Head of Year 11

Marian Farrar (m.farrar@staidans.co.uk)
Work Experience

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Parent Consent Slip – return by 27.10.23 to blue box on Main School Reception

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

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

Student Name..... Form

Parent/Carer name Signature

Parent/Carer email: (please print clearly)