



# ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

Dear Parent/Carer,

September 20th 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 6<sup>th</sup> Form.*

Placements take place within a 3 week period (July 3<sup>rd</sup> – July 21<sup>st</sup> 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 1<sup>st</sup> 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 27<sup>th</sup> 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 access details for the new Connect app provided by NYBEP
2. **Weekly lunchtime Drop-in sessions** held in the Careers Department from w/c November 6<sup>th</sup>.

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.

Headteacher: Mrs S Dover



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Key dates:

<b>Friday 27<sup>th</sup> October 2023</b>	Deadline to return <b>Parent Consent Slip</b> (below)
<b>Friday 1<sup>st</sup> March 2024</b>	Deadline to secure a confirmed work experience placement
<b>June – July 2024</b>	Individual Placement Contracts together with full risk assessment available to view in app
<b>1<sup>st</sup> July - 19<sup>th</sup> July 2024</b>	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](mailto:m.farrar@staidans.co.uk) - for further guidance at any time.

If you wish your student 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 27<sup>th</sup> October 2023

Regards

Mr L Margerison  
Head of Year 11

Marian Farrar ([m.farrar@staidans.co.uk](mailto: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 student 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) .....