



St Robert of Newminster Catholic School and Sixth Form College



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Head Teacher: Mr. D. Juric
Chair of Governors: Mr. G. Moorhouse

EMPLOYABILITY WEEK WORK PLACEMENT

Friday 9th July 2021

Dear Parent/Guardian,

Work experience is a non-compulsory opportunity open to Year 11 pupils during the week of **Mon 25th – Fri 29th October 2021**. (Half Term Holidays). Normally pupils would have had this opportunity at the end of year 10, however due to COVID restrictions this would not have been appropriate at this time.

This is an opportunity for students to spend some time with an employer, allowing them to experience, as far as possible, the hours, working conditions and regulations they may encounter when they enter the world of work. Students are expected to organise their own high quality placement, however we work with an external client to carry out Health & Safety checks and feasibility studies to ensure the provider offers the best experience for all students.

NO PUPIL WILL BE ALLOWED TO PARTICIPATE IN A WORK EXPERIENCE UNLESS THE PROVIDER HAS BEEN VETTED BY FUTUREWORKS AND WE HAVE RECEIVED, PROCESSED AND COMPLETED ALL APPROPRIATE PAPERWORK. STUDENTS WILL RECEIVE NOTIFICATION IF THEIR PROPOSED WORK EXPERIENCE HAS BEEN ACCEPTED OR DECLINED DUE TO HEALTH AND SAFETY ISSUES.

Parents play an important part in Work Experience. The areas you may be able to help in are:

- Parents offering work experience placements at their organisation or place of work
- Help with ideas or contacts for pupils to arrange their own placement.
- Stress the importance of Work Experience.
- Remind pupils of deadlines set for paperwork.

If your child wishes to participate, they **must aim to arrange their own work placement** and complete and return the **Personal Placement Form** (available on the school website under CEIAG) to Mrs Mason During the following window:

Completed Forms to be returned to school: Wed 8th Sept to Fri 10th Sept 2021

PLEASE NOTE: This deadline is non-negotiable and is in place to ensure all Vetting, H&S checks have been undertaken prior to the placement. All forms **MUST** be returned to Mr G Mason via the student reception.

NO PLACEMENTS CAN BE PROCESSED AFTER THIS DATE



It is important to remember that:

- A placement usually lasts for one week
- No payment of wages is made by the employer
- Pupils are responsible for their own travel arrangements
- Pupils usually have to provide their own lunches
- Students hours of work can be arranged with the employer between the hours of 8am – 5.30pm Monday to Friday
- Placements depend on the goodwill of employers
- On placement, pupils are covered by the employers insurance policies
- It costs school £25.00 per placement so attendance is imperative
- Any alterations to placements now cost schools **£15.00 per alteration**

PLEASE NOTE

The school reserves the right to remove any pupil from the activity at any time if the attitude and behaviour of that pupil does not come up to the high expectations of this school. We monitor student behaviour and achievement very closely using a points system and this will be used to decide if a pupil can attend a trip, visit or work placement.

We hope that with all of the support available to our pupils that this will prove to be an enjoyable and worthwhile experience. Should you wish to discuss any of the attached information further, please do not hesitate to contact us.

Yours faithfully,

Mr J Green
Vocational and Work Related Co-ordinator

Mrs G Mason
Work Experience Administrator

Assistant Headteacher

