



# St Robert of Newminster Catholic School and Sixth Form College



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Head Teacher: Mr D Juric  
Chair of Governors: Miss A Nichols

## EMPLOYABILITY WEEK WORK PLACEMENT

Thursday 21<sup>st</sup> September 2023

Dear Parent/Carer,

Work experience is a compulsory opportunity open to Year 12 pupils during the last week of this academic year. Monday 15<sup>th</sup> July to Friday 19<sup>th</sup> July 2024.

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 may work with an external client to carry out Health & Safety checks and feasibility studies for medium/high risk placements 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 THE SCHOOL OR OUR THIRD PARTY PARTNER AND WE HAVE RECEIVED, PROCESSED AND COMPLETED ALL APPROPRIATE DOCUMENTATION.**

**STUDENTS WILL RECEIVE NOTIFICATION IF THEIR PROPOSED WORK EXPERIENCE HAS BEEN ACCEPTED OR DECLINED DUE TO HEALTH AND SAFETY/SAFEGUARDING 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.

All pupils **must aim to arrange their own work placement** and complete the initial interest form using the PLACEMENT TOOL in Unifrog.

(All pupils have a username and password for UNIFROG) - [WWW.UNIFROG.ORG](http://WWW.UNIFROG.ORG)

Deadline for 1<sup>st</sup> Section: **Fri 26<sup>th</sup> January 2024**

PLEASE NOTE: This deadline is non-negotiable and is in place to ensure all Vetting, H&S checks can be undertaken prior to the placement in July.

High/Medium Risk placements may need additional paperwork and more in-depth vetting.



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 for HIGH/MEDIUM Risk Assessments to be carried out, therefore attendance is imperative
- Any alterations to HIGH/MEDIUM Risk placements cost the schools approx **£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

Assistant Headteacher

