



October 2023

Dear Parent

Headteacher - Patrick Earnshaw  
Deputy Headteacher - Mathew Downs

## Work Experience Programme Monday 15<sup>th</sup> July – Friday 19<sup>th</sup> July 2024

We are delighted to be able to provide your child with the opportunity to participate in the Year 10 Work Experience programme. Please find enclosed an information leaflet outlining the procedures regarding Work Experience that will help your child prepare effectively for their placement.

Work Experience is a valuable learning experience for all students, regardless of ability and aspiration: almost all young people will enter employment during their adult life and a meaningful work experience can help influence their career direction. For those students who are at risk of disengaging from the normal curriculum, Work Experience can help them to take responsibility, improve their self-esteem and often improve attendance.

All placements are risk assessed. This is a service provided by Changing Education. Students can only attend placements once they have been satisfactorily checked and approved.

There is a significant cost to the school for providing this provision, unfortunately, the free provision of a Work Experience programme for Year 10 is unachievable. Whilst we will continue to subsidise the programme, we need the continued support of parents and are asking for a payment of £20 per placement towards the cost. *The school will fund any Pupil Premium student and/or any student in receipt of free school meals.*

The decision to charge for the Work Experience Programme was not taken lightly, but it is excellent value for money, in terms of the wide-ranging benefits that it can bring.

Payments should be made using the school's on-line WisePay facility. *Please note:* Payment must be made on WisePay, and the student's placement confirmed **before** returning the attached medical consent form. Duplicate copies can be found on your child's MyHighcliffe.

To allow students to secure a placement in good time, access to the placements (Dorset and Hampshire) is now available. If you have any queries, Mrs Bower, has many years of experience in relation to work experience placements

Please support the school and your child to help make this a memorable, valuable, learning experience.

Yours faithfully

Mr P Earnshaw  
Headteacher

Mr S Hallam  
Director of Learning

Mr J Holmes  
Head of Achievement Year 10

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## Step by Step Procedure for

### Work Experience 2024

**Finding a placement.** Check your child's school emails. You will find an email from Mr Hallam titled Work Experience. On here you will find a spreadsheet list of previous placements where students have been in 2023. These are split into job categories and then locations. The first tab also has all jobs that were based in a BH23 postcode. List a number of jobs you are interested in and then ring (experience shows us that phone calls get the best results, and emails the worst response), write a letter, or call in person, asking if you are able to do work experience there. Alternatively, if you find an employer (i.e. family friend or relative) which is NOT on the database, please check they have EMPLOYERS LIABILITY INSURANCE (ELI)

#### REMEMBER:

**All placements MUST HAVE  
Employers Liability Insurance (ELI)**

**The placement must be CONFIRMED, and your payment made on WisePay, BEFORE handing in your Medical/Consent and Health Declaration forms to Mrs Bower.**

Useful letter templates can be found  
on Year 10 MyHighcliffe.



## FAQs

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- **When is work experience?** 15th—19th July 2024
- **How much will it cost?** £20 PER PLACEMENT — Please pay via WisePay **before** handing your Medical/ Consent form into school. If you choose to travel to your placement, you will need to check how much the transport costs will be.
- **Can I do more than one placement?** We **strongly advise** students to just do one week block placement. If you choose to do two separate placements, one will need to be in the Summer holidays
- **When do we need to find a placement?** Due to high demand, students need to be looking for their placements now. Ideally we would like all placements confirmed by Christmas 2023 or as soon as possible.
- **What if a placement has been paid for and then my child changes their mind?** Refunds will only be made when an employer has cancelled the placement.
- **What do they need to wear?** Smart, presentable appropriate clothing is expected at all times. Students must avoid wearing any tight-fitting clothing, too much jewellery or make-up, or any offensive slogan t-shirts. Trainers and hoodies would not be appropriate in most workplaces. School uniform is always an option.



**Highcliffe School**  
11-18 Academy & Specialist College

# Year 10 Work Experience 15th—19th July 2024



## Information for Students & Parents

School Contact Details:

**Mr Hallam**

**Careers and Work Experience**

or

Mrs Alison Bower

Work Experience Administrator

Phone: 01425 282322

Email: shallam@highcliffeschool.com/  
abower@highcliffeschool.com



## What is work experience?

Work experience at Highcliffe School is a one week programme available to every Year 10 student. The student spends this time with an employer of their choice and carries out a range of jobs as directed by the employer. It is essentially like having a real job for this period.

### The aims of work experience

Work Experience prepares the students for life after full time education. Work experience at Highcliffe School aims to:-

- Broaden the student's understanding of being in regular employment including punctuality, acting responsibly and doing routine tasks.
- Develop skills such as dealing with customers, carrying out instructions, and using their initiative to deal with different situations.
- Demonstrate that the subjects studied at school have relevance and use in the work place
- Give students a chance to gain an understanding of a career path in which they have an interest and first hand experience.

## Employers

Highcliffe School has an excellent relationship with local employers. Employers are required to have Employer's Liability Insurance and an up to date health and safety check (provided by Changing Education).

### Pre-Placement Interview

Some employers require a pre-placement interview. Students need to look smart, be on time, and preferably have found out some information about the company. Please advise your child to be alert and keep themselves safe at all times.

## Health and Safety

The Careers Enterprise Company carry out Health and Safety checks on behalf of the School. Risks are assessed specifically for minors in the workplace. A database of all placements is also made available. We ask parents to pay a £20 contribution per placement towards the registration fee asked for by the Changing Education . The School covers all other costs for running the programme.

## Work Experience/Paid Employment

No payment is expected from an employer. If an employer wants to offer the student paid work above and beyond the agreed work experience hours, they are advised to check the Child Employment laws and obtain a work permit for the student.

## Travel

When finding a work experience placement please be aware of travelling expenses and timetables. The School is unable to pay for or arrange transport.

## Mobile Phones

Please inform your child that mobile phones are not appropriate in many workplace situations, particularly secure sites, but also schools and nursery schools do not allow staff to have their mobile phones in their pockets whilst in the care of children. Students are asked to keep phones in their bags which are locked away. It is not appropriate for students to take photos on their mobile phones if they are working with children.

## Clothing

Students are not expected to wear school uniform when attending work experience. The choice of clothing depends on the placement provider's rules and expectations. Our advice to students, if they are unsure, is to dress smart for the first day and see what their fellow employees are wearing and then dress for the second day accordingly. PLEASE NOTE: If an employer requires specific clothing such as hard hats or steel capped boots, you will need to provide these yourselves.

## Social Media

Please remind your child that confidentiality is of paramount importance whilst on work experience. Facebook, Twitter and other social media sites are not to be used to post photos or comments.