

Our purpose is to provide the highest quality of education to all pupils within the context of Christian belief and practice.

The Christian ethos is at the very heart of the school which ensures that the traditional Christian values of respect, compassion and self-discipline are linked to the aspiration that every single pupil reaches their potential.



Archbishop Temple Church of England High School,
St. Vincent's Road, Fulwood, Preston. PR2 8RA

March 2024

Year 10 Work Experience – 8th-12th July 2024

Dear Parent/ Guardian,

Pupils at Archbishop Temple Church of England High School are given an excellent start as far as academic achievement is concerned, but for our young people we are only one step along a pathway of lifelong learning.

Year 10 pupils are given the opportunity to spend one week in gaining some work experience. During this week, it will give them the opportunity to gain experience in a workplace and to learn about a job role, a company, or a career sector.

We would like to offer your son/daughter the opportunity to take part in work experience in July 2024. As a school, we have previously found that work experience for the vast majority of students is extremely valuable. Students have found it very useful to include information about work experience when applying for college courses, apprenticeships, or jobs, using the employer as a reference.

The work experience is planned for July 2024. As a school, we have followed all Health & Safety Executive (HSE) advice when planning this offer. We do, however, ask you to be mindful of the dates and deadlines found within this letter as the processing of all forms adds a significant burden to our admin teams. Any late forms may result in your son/ daughter being unable to undertake their placement. [Work experience \(hse.gov.uk\)](https://www.hse.gov.uk/work-experience/)

Finding a Placement

The vast majority of students find a self-placement by approaching a firm directly; this could be through family or friends. The employer must then be checked for Health and Safety, Insurance Cover and the suitability of the activities planned for them. This procedure can be very time consuming, and you will appreciate the importance of keeping to the deadline set for the return of any paperwork.

In addition to this letter, we have provided two packs:

- A **School Pack** - The School Pack should be completed by the employer, along with the student and parent before handing this back to the school office.
- An **Employer Pack** - Once an appropriate placement has been identified, the student information within the Employer Pack should be completed and provided to the workplace.

Choosing an Appropriate Placement

In choosing placements, students need to be mindful of possible:

- Health problems in some environments and if they have any allergies
- To make sure they can travel to and from work for the time specified by the employer (considering the cost of the transport as well as the location of the workplace)
- To check if any special clothing is needed

Please be aware that a workplace that is deemed to be medium to high risk may require an additional health & safety visit which may incur a financial charge to parents.

What if my son/ daughter cannot find a placement?

For those students not involved in work experience, an alternative timetable will be formulated in school. The content of the timetable will be determined nearer the time once we know the number of students involved.

Please discuss with your son / daughter the suitability of the choices they have made before the forms are processed. Work experience gives a wide variety of benefits to our pupils that include:

- Communication skills
- Raising aspirations and an insight into careers sectors and roles
- Improve self-motivation
- Improve personal qualities such as punctuality, organisational skills, adaptability, courtesy etc.
- Gain a range of Employability skills which will enhance their CV

Key Dates and Deadlines:

If your son/daughter would like to participate in work experience, the relevant paperwork will need to be completed and returned in line with all deadlines below:

Introduction to Work Experience	March 2024
Advice & Guidance provided to students	March 2024
Review Day (students without placements to be in school)	March 2024
Deadline for completion of both School & Employer Packs	April 2024
Start of work experience placement	July 2024

At the moment, July 2024 seems a long way off – but it will be soon here! – you need to remember that it is not just pupils from Archbishop Temple School who will be applying for work experience in the local area but thousands of other pupils from various other high schools in Lancashire.

If you have any questions or wish to discuss this matter further, please do not hesitate to contact us at school (a.gray@archbishoptemple.com)

Yours sincerely,

Mr A Gray
Head of Careers Education