

Archbishop Temple Church of England High School

Yr. 10 - Work Experience Time Frame/Schedule



MONTH	WORK EXPERIENCE SCHEDULE
<p>March</p>	<ul style="list-style-type: none"> • Assembly with all Yr. 10 pupils delivered by the CEIAG Lead (Mr A Gray) to inform of the work experience • Tutors to begin discussions regarding potential work experience placements, skills, qualities required and provide personalised advice to all Y10 pupils • Class session organised and delivered by AG to develop understanding of the work experience process, expectations and intended outcomes. • All placement forms (school & employer packs) to be provided to pupils • Tutors to provide 1:1 advice and support • School Admin Team to create recording spreadsheet to track return of forms, payments, and placements • Deadline reminders sent to parents and students • PSHE Day - further advice and support provided
<p>March</p>	<ul style="list-style-type: none"> • Deadline • Tutors and HPLs confirm all placements and check appropriateness for the student • CEIAG lead/House Progress Leader records all placements & checks completion of forms
<p>March</p>	<ul style="list-style-type: none"> • Students make contact with their workplace to arrange an interview • Mock interviews take place within PSHCE days to support the students • Students also confirm expectations including dress code, timings, lunch etc
<p>April</p>	<ul style="list-style-type: none"> • Final letter sent to parents by CEIAG lead • All placements confirmed with H&S/ public liability check documentation provided to school. KEBOSH to be utilised for medium-high risk workplaces
<p>May</p>	<ul style="list-style-type: none"> • Scripts organised to be used when staff make contact with students • CEIAG lead creates arrangements for any student not undertaking work experience
<p>July</p>	<ul style="list-style-type: none"> • Work experience placement • Following completion, tutors, and Progress Leaders review impact with the students by using the logbook • Post placement reflection and future action planning