



BISHOP CHALLONER CATHOLIC COLLEGE

Dear Parent/Carer,

Year 12 Work Experience Monday 8th July - Friday 12th July 2024

This term your son/daughter completed a morning of workshops where they were provided with information on the following:

- Year 12 work experience dates
- How to create a LinkedIn account and use networking to help find a placement
- How to use Unifrog to identify suitable career pathways to pursue beyond Year 13

The powerpoint slides for these sessions have been sent to your son/daughter on Unifrog.

We value work experience as a valuable part of a student's academic career and career journey, but, as I'm sure you are aware, it is a challenge to find a good quality placement that relates to particular career interests. Your support in assisting your child to find a suitable placement, therefore, is immeasurable. If you require any support with this, please do not hesitate to contact me by emailing a.jacques@bishopchalloner.bham.sch.uk or calling 0121 441 6113.

Once they have secured a placement, your child must then complete the enclosed 'Confirmation of Work Experience Placement' form **with you** and return it to the Sixth Form office as soon as possible. All placements will then be health and safety checked by a specialist company to ensure that the placement will be a safe and productive environment for your child. In order for this process to take place, the **Confirmation of Work Experience Placement sheets** need to be handed in by **Friday 23rd February 2024** beyond this date we cannot guarantee that the relevant checks can be completed in time and therefore the placement cannot go ahead. Medical/Consent forms also need to be signed and returned before **Friday 22nd December 2023**.

Yours faithfully,

Miss A Jacques
Year 12 Work Experience Co-ordinator

Dr S Osborne
Head of Year 12

Principal - Dr J Coughlan

Institute Road, Kings Heath, Birmingham, B14 7EG

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Guidance for Parents

Your son/daughter is expected to complete a one-week work experience placement from Monday 8th July-Friday 12th July as part of their wider sixth form programme. Please familiarise yourself with the information contained in this guidance for parents as it will outline the key information regarding the work experience procedures and legislation that will enable the placement to be authorised and run smoothly.

Work experience will put your child in a completely new environment and give them the opportunity to gain understanding of the world of work. They will gain a first-hand understanding of the roles, responsibilities and skills associated with real working days.

The programme aims to:

- Help your child's self-confidence.
- Give them a chance to develop important employability and life skills.
- Help your child to make choices about which future pathways are suitable for them (and which are not!)
- Provide an insight into the world of work.
- Provide students with an opportunity to apply their academic learning to an applied situation.

Health & Safety

- All companies providing a Work Experience placement will undergo a thorough Health and Safety check which will be carried out by a specialist Health and Safety company, to ensure that the organisation satisfies the rigorous checks (a service paid for by the school).
- There are a number of reasons why a placement may not be approved following the checks carried out. Being a sole trader is a common one. Please note that if the placement does not get approved, then it cannot go ahead.
- One of the completed checks include whether or not the organisation has appropriate Employer Liability Insurance. **If Employer Liability Insurance is not in place, the placement cannot go ahead.** *(Please note that this insurance does not cover your child on their journey to and from their placement.)* Public Liability Insurance is not an adequate replacement for ELI as it does not cover a student (who is classed as an "employee") on a work experience placement.
- Students must understand that they have responsibilities for their own health and safety and that of others during the visit. They must follow all health and safety instructions given by the organisation and wear clothing that is suitable to the work activities they will be involved in. *(Please let Miss Jacques know if your child is required to have specific protective equipment or clothing for the placement and is in receipt of the 16-19 bursary).*

General Data Protection Regulation:

- In order for us to successfully process the placement that your son/daughter has secured, we need you to give your permission (via your signatures on both the Confirmation of Work Experience placement form and the Medical details consent form) so that the information provided on both of these forms can be shared with the health and safety company and the placement provider.
- All completed medical forms will be sent to the main contact person at the organisation providing the placement so that they can make any relevant arrangements to meet student's medical and/or additional needs whilst on placement.
- It is essential that we have the most up to date contact details for you in case of illness or accident during the work experience week, so please ensure that you have updated us if contact details change.
- You must also provide any other information that would be relevant about the student e.g. any involvement with the Youth Offending Team or Criminal Record.

Safeguarding

- Page 82 of the DfE's [Keeping Children Safe in Education 2023](#) statutory guidance outlines all of the measures that schools/colleges must have in place in order for a work experience placement to proceed whilst ensuring the safety of the student.
- All of our work experience processes and procedures mean that we are complying fully with this guidance. Working closely and in partnership with students, parents/carers, the health and safety company and the companies enables the effective organisation of safe and valuable placements to take place successfully.
- Please be aware that if the placement does not get approved by the health and safety company, then the placement cannot go ahead.
- As part of the work experience preparation in school, students will have a series of sessions on how to keep safe in the workplace.
- Before, during and after the placement, please encourage your son/daughter to discuss the placement so that you can help them to identify any situations which they are not 100% happy with and do not hesitate to contact by emailing k.peckover@bishopchalloner.bham.sch.uk (Our Senior DSL) or calling 0121 444 4161.

Practical considerations

Free School Meals

If your son/daughter is in receipt of FSM, then they will be entitled to free meals for the week as if they were in school. Arrangements for this will be communicated closer to the time.

16-19 Bursary

If your son/daughter is in receipt of the 16-19 bursary, then there may be support available towards travel costs for the week and support towards equipment or specialist clothing required. Please check with Miss Mullins in the sixth form office if this is something you are eligible for.

Communication with the organisation

- So that the student has clarity on what to expect from the placement, it is recommended that they set up a meeting with the organisation well in advance of the placement taking place. This will also allow any measures to be put in place that come from this conversation in readiness for the placement.
- Please ensure that your son/daughter communicates with organisations through their Bishop Challoner email and postal address rather than any personal accounts (We will also be re-enforcing this message during the preparation sessions).
- It is important to be clear on the organisation's expectation of dress code before you start your placement.
- Both the organisation and the student need to be aware that there must not be any payment to the student.

Travel

- Unless students are entitled to the 16-19 bursary, then they will have to pay for any travelling expenses incurred by their work experience placement.
- Unless a Parent/Carer has specifically given consent (on the Confirmation of Work Experience placement form), students will not be permitted to travel as part of their placement.

Attendance

- Students should attend their placement for the duration agreed with the organisation. Hybrid working means that it is possible there may be some days where the student will be expected to work from home. This is reflective of the working world now and so we would just ask that if known, this is recorded on the Confirmation of Work Experience placement form.
- Students should similarly adhere to the start and finish times that have been stipulated by the organisation.
- We expect students to arrive at their placement on time every day that they are expected.
- If a student is ill, then both the organisation **AND** the sixth form office (as normal) **MUST** be notified.
- All placements will be contacted throughout the week to make sure that students are present and engaging in the work experience programme as expected. The Head of Year will be notified if this is not the case.

Important contact details

Miss A Jacques (Year 12 Work Experience Coordinator) - 0121 441 6113

a.jacques@bishopchalloner.bham.sch.uk

Miss E Darby (Head of Student Services – Post 16) – 0121 444 4161

e.darby@bishopchalloner.bham.sch.uk

Mrs K Peckover (Senior Designated Safeguarding Lead) – 0121 444 4161

k.peckover@bishopchalloner.bham.sch.uk