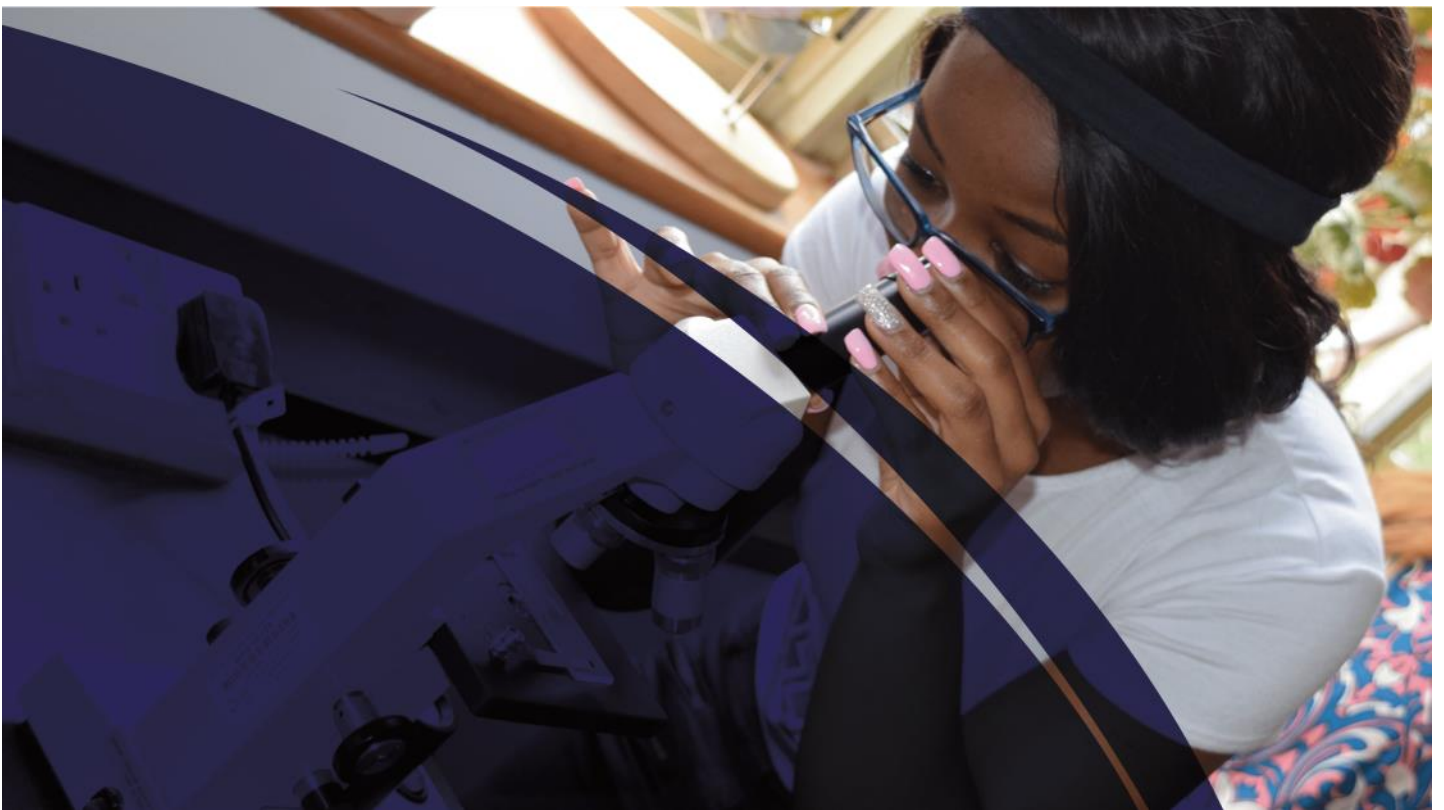




The Ridgeway School & Sixth Form College

'Inspiring learners for their future'



Work Experience Guide 2024—Employers

Thank you for supporting a Ridgeway School student for a week of work experience from Tuesday 2nd July—Thursday 4th July 2024. By providing this opportunity you are playing a vital part in preparing a student for their future. It is an opportunity for them to step outside the classroom and for many a chance to see the world of work for the very first time.

As well as the student employers can benefit from this exchange as it allows for staff engagement, development of new ideas and future customers and a pipeline for future employees.

We look forward to running our work experience for Year 10 yearly and that you will engage with us again in the future to inspire our students as they move towards their chosen destinations.

The Ridgeway School & Sixth Form College



Before you go ahead and offer a placement you will need to ensure that the legal requirements for hosting a work experience offer are met;

- Employers Liability Insurance
- Risk Assessment
- GDPR company policy

You will need to provide copies of these documents (uploaded to Uni Frog platform) before final approval of the placement can go ahead.

Any queries can be directed to workexperience@ridgewayschool.com

The Ridgeway School & Sixth Form College, Inverary Road, Wroughton, SN4 8DH

<https://www.hse.gov.uk/young-workers/employer/work-experience.htm>

CHECKLIST

The Role	<p>Start & Finish Time</p> <p>Role being undertaken</p> <p>Uniform/dress code/equipment needed</p> <p>Expectations for the experience</p>	<p>If you could match the role to a job title within your workplace this will allow the student to feel connected to the workplace before they begin</p>
Accepting Placement	<p>A formal email or letter should be sent via the student requesting placement or alternatively they may come and see you in person. Once initial agreement, the formal process of accepting on Uni Frog starts when the student starts the process which then you, the school and parents sign off.</p>	<p>Please encourage students to formally request work experience as this is good practice for future jobs and opportunities</p>
Accessibility	<p>Consideration of how the work experience placement can be accessible for a young person so that the experience is inclusive</p>	<p>The school will communicate any additional needs required by students during the placement</p>
The Experience	<p>Tasks</p> <p>Staff they Report to/Communicate with</p> <p>Rotation around activities</p> <p>Learning Outcomes</p>	<p>The placement should include a range of experiences so that the participant can learn about the whole business as well as a specific job role. Having a work experience schedule can be really valuable.</p>
Managing & Mentoring	<p>Induction</p> <p>Expectations</p> <p>Opportunities</p> <p>Reflection & Review</p>	<p>The process should provide both the employer and student with a valuable experience that will shape next steps Please provide any feedback you have on students performance to the school</p>
Future Engagement	<p>Super—Curricular Talks</p> <p>Careers In—School Engagement</p> <p>Your Placement Platform</p>	<p>Please consider future engagement with the school as it will provide our students with meaningful encounters which will help shape their futures</p>

KEY CONTACTS

Careers Leader—Georgina Allbrook—Dunn
 email: Allbrook-dunng@ridgewayschool.com (currently on maternity leave).
 Can contact Vice Principal Alex Hill in absence email: hilla@ridgewayschool.com

Careers Administration—Workexperience@ridgewayschool.com
 Head of Year—Jemima Palfreeman email: PalfreemanJ@ridgewayschool.com
 Designated Safeguarding Lead—Dawn Blackler (blacklerd@ridgewayschool.com)



*'Our shared vision is that our students, colleagues and families will be part of a **FAIR** community. We will support our school **Family** to **Achieve** their potential and **Inspire** students to **Reach** the very best destinations'*

www.ridgewayschool.com



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Adrian Cush, Principal

Proud to be a part of The White Horse Federation Multi-Academy Trust