



The **Forest**
School

WORK EXPERIENCE WEEK 2021
A Guide for Parents, Carers and
Students

MONDAY 5 JULY–FRIDAY 9 JULY

Useful & Important Information
Please keep for future reference

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Contents

INFORMATION PAGES

- Letter to Parents/Carers
- Work Experience Summary Timeline
- How students are matched to placements
- What you need to know before, during and after work experience

REPLY FORMS

- Work Experience Intentions Reply Slip
- Work Experience Preference Form
- Own Placement Details Form
- Medical Form

October 2020

Dear Parent / Carer

Year 10 Work Experience Week Monday 5 July – Friday 9 July 2021

This booklet provides full details of the arrangements for the 2021 Work Experience Programme.

Work experience will take place during Challenge Week, 5 – 9 July 2021. Work experience is not compulsory but is strongly recommended as it offers the opportunity for your son to gain a valuable insight into the world of work. Please complete and return the Work Experience Intentions reply slip whichever category your son should fall into.

In some cases students already have a clear idea of their career aspirations. Where this is the case we will work to match placements to these objectives. More commonly, students will have no fixed ideas at this early stage. This is not a problem as work experience is not just about the things your son will observe or do. Wherever they are placed it is a broadening experience to help develop a variety of generic skills of value in any workplace which include:

- planning and decision making
- independence and confidence
- organisation and time keeping
- coping with new situations
- interacting with new people

It can increase their sense of purpose as students develop their understanding of links between school subjects and the world of work, and can help them to determine their career ambitions as they have the opportunity to experience the realities of employment. The timing of work experience, in the summer term of Year 10, serves as an introduction to the post-16 transition process. Key decisions regarding your son's future education and training will be needed during the Autumn term of Year 11 when he will be required to submit a college and/or apprenticeship application.

With all schools, colleges and universities in the area competing for work experience placements, they are at a premium. Therefore, it is necessary for parents, carers, students and the school to work together in order to find rewarding placements for all our students. This is even more important this year as due to circumstances outside of our control work experience week is the same as The Weald in Billingshurst – as you can appreciate, their students will be after placements at local employers as will our students and most employers will only take one student.

Government funding for Key Stage 4 work experience has been withdrawn and therefore the school has to ask for a financial contribution to cover some of the cost of a health and safety check and young person's risk assessment. These are required by law for **all** work experience placements. This will be £25 for placements within the county of West Sussex. This amount should be paid via Parent Pay before the work experience reply slips are returned to the school. The cost incurred by the school for placements outside West Sussex will be passed on to parents in full. Generally, this is between £40 and £55 and this additional amount will be requested on an individual basis once the actual cost is known. Please also be aware that if details of your own placement are not supplied to the school by the deadline of Friday 2 April there will be an additional late fee of £5.00 – this is not a charge imposed by the school, but by the organisations who undertake the Young Persons Health & Safety Report on our behalf. If your current circumstances make it difficult to meet the charge, please do not hesitate to contact The Finance Office in confidence to discuss whether it is possible to reach some mutual agreement.

We hope that your son enjoys and benefits from this opportunity. If you have any questions regarding the work experience programme, or your son's future choices, please do not hesitate to contact me on (01403) 261086 ext. 338 or by email bmulligan@theforestschoo.net

Yours Sincerely

A handwritten signature in black ink that reads "EMulligan". The signature is written in a cursive style with a large, prominent 'E'.

Beth Mulligan
Careers Coordinator

Work Experience Timeline 2020/21

Week commencing 21 September 2020	Work experience Tutor presentations for all Yr 10 students. Distribution of Work Experience Guides via school comms
Friday 27 November 2020	Deadline for students to forward their letter of application to Ms Mulligan if they wish to be considered for a placement with the police.
Friday 29 January 2021	All students to return their Work Experience Intentions reply slip. All students intending to undertake work experience to return a completed medical form and make their £25 payment via ParentPay. Students arranging their own placement to return an Own Placement Details sheet. Students requesting that the school allocates them a work experience placement to return a Work Experience Preference form.
31 January 2021	Deadline for completion of HDC e-form for students wishing to apply for a placement with Horsham District Council.
From February 2021	Ms Mulligan will advise of placements arranged by the school, and confirm own placements, in notes to students sent via tutor packs.
Friday 2 April 2021	Deadline for notification of details of own placements.
From 20 April 2021	Distribution of Work Experience Parent/Carer and Employer agreements.
Monday 21 June 2021	Deadline for the return of signed Parent/Carer agreements.
From 1 June 2021	Work experience briefings held and Work Experience Diaries issued to students. Students must telephone employers to introduce themselves if they have not already made contact.
Monday 5 July – Friday 9 July 2021	Work Experience Week.

How Students are Matched to Placements

Own Placements

Work experience is launched in September in order to allow students and parents time to try to find their own placements. **It is expected that most students will attempt to find their own placement.**

Some of the most interesting and unusual placements are sourced via personal contacts – family and friends. Possibly the most worthwhile placements of all are found by the personal efforts of the students themselves. The process of looking, successful or not, is of great value in itself. Experience suggests that emails followed up by a telephone call and personal visit are more successful and difficult to ignore! If students do telephone local employers, they should plan what they are going to say and what they need to ask. Here are some pointers:

- Have a pen and paper ready to write down what you are told and what you may need to do next.
- Ask to speak to someone about work experience and take the name of the person you need to speak to.
- Explain who you are, which school you attend and the dates of work experience week.
- Say why you are interested in the type of work the company is involved in and that you would like to learn more by having a placement with them.
- Know how the employer will get back in touch with you with an answer (telephone, email or letter).
- Be cheerful and polite.
- Research the Company – nowadays there is no excuse for you not knowing what they do, you all have access to the internet at home or at school.

Note that there is an immovable deadline of 2 April for the school to be notified of details of own placements. This has been imposed by our Health & Safety providers to allow them time to conduct the health & safety checks. No own placements can be accepted after this date. Where efforts are still being made to secure an own placement after the paperwork deadline of 29 January please state this on the own placement form.

School Placements

If efforts for a student to find their own placement are not successful and they wish the school to try to place them they should return their Work Experience Preference Form to Ms Mulligan by Friday 29 January. There is no guarantee that a placement will be found.

The school has access to a limited database of work experience placements in West Sussex which have been available in the past. We will use this to try to match students to placements based upon the information provided on their Work Experience Preference Form. **Students should have realistic expectations and be aware that there are limited placements especially in categories 1 and 2.** They are most likely to be placed in category 3 and must cite at least one category 3 preference on their Preference Form. The matching process is very much an art not a science. Some placements inevitably fall through as employers' circumstances do alter.

Only in exceptional circumstances will a placement allocated by the school be changed at the request of a student or parent.

Horsham District Council offer placements every year. In addition to completing the school paperwork these must be applied for directly via the council's website by 31 January; this is their deadline and cannot be extended under any circumstances:

<http://www.horsham.gov.uk/jobs-and-careers/employment-and-skills/school-based-work-experience>.

This year it is hoped that Sussex Police can again offer one or two placements. Students wishing to be considered for these should apply to Ms Mulligan by Friday 27 November

What you need to know

Before Work Experience Week

- **Health & Safety Risk Assessments in West Sussex**

All placements organised by the school will be within West Sussex. Work Experience for Key Stage 4 is governed by strict statutory guidelines. All employers, regardless of personal relationships, must be risk-assessed for health and safety purposes. Assessments are conducted by Northbrook or Chichester College and will be charged to parents at £25 for each placement. Please make payments via ParentPay before returning the Work Experience Intention slip to the school. Families without ParentPay should make cheques payable to The Forest School.

- **Placements outside West Sussex**

The same health and safety statutory requirements apply to these placements and there is no guarantee that it will be possible to arrange a health and safety check for placements outside the county. Therefore, please advise Ms Mulligan of any intended out of county placements on the Own Placements details sheet. The school will then try to arrange a health and safety check and will notify parents of the additional cost for approval before proceeding.

- **Insurance**

All employers offering placements require both Employer Liability Insurance (with a minimum of £5M) and Public Liability Insurance (with a minimum of £2M). If you are arranging your own placement please check this is in place before returning the Work Experience Own Placement Details form. Generally sole traders will not have employer liability insurance, in which case the placement cannot go ahead.

- **Prohibited Activities and Placements**

There are few restrictions as to what key stage 4 pupils can do on work experience, and they cannot be paid. However, all requests will be considered on an individual basis and we do try our best to accommodate students. In all cases a Young Persons Health & Safety Report is requested and as long as the employer can show that the student's safety is paramount the placement should be able to proceed. They will of course be subject to normal legal restraints, e.g. under 18s cannot sell alcohol.

- **Protective Clothing**

Some placements will require a student to wear protective clothing, e.g., steel toe-capped boots and overalls. Students following vocational courses will have these, but otherwise please contact the employer to see if they are able to provide them.

- **Transport**

Transport to and from the placement is the responsibility of parents/carers and students themselves. Please consider this carefully when completing your Work Experience Preference Form as placements will be allocated using this information. Part of the preparation for work experience should be to plan travel in advance. Timetables and route maps are available on the internet. Walking, cycling and using public transport should all be encouraged as this is all part of the world of work experience and developing independence. The more flexible you can be regarding the location of the work placement, then the wider the choice of available placements there is.

- **Medical Conditions**

The school is obliged to inform an employer of any condition that may affect the safety of the student while on their placement. Please fill out the enclosed medical form fully and return it with the Work Experience Intentions slip and Work Experience Preference or Own Placement Details form. Permission for this information to be passed on to the employer will be assumed, unless Ms Mulligan is informed otherwise.

- **Work Experience during school holidays**

Any work experience conducted during the school holidays cannot be classed as school work experience and must be undertaken at the risk of the parent/carer, student and employer. The school has no responsibility for such placements. It is the responsibility of the parent/carer to satisfy themselves that all necessary practices and insurance are in place for their child's safety in these circumstances.

- **Student Parent/Carer Agreement Forms**

No student may go out on work experience until the school has a signed Student and Parent/Carer Agreement Form. These will be distributed after the health and safety checks have been completed and should be returned as soon as possible.

- **Work Experience Briefings**

Students will be issued with a Work Experience Diary and will be supported in setting targets for skill development during their placement.

- **Unsupported Placements**

Where the statutory health and safety requirements of a placement cannot be met the school cannot accept any responsibility for the placement. Should a parent insist that their son attends such a placement during term time it will be recorded as an unauthorised absence and NOT as work experience.

During Work Experience Week

- **Absences**

These must be reported to the school as normal (tel 01403 261086) **and** to the employer.

- **School Staff Contact and Visits**

The school will contact all placements and many will be visited by a member of Forest staff. We would like to take photographs of the boys in their places of work for exhibition within school. Please email bmulligan@theforestschool.net if you do not agree to this.

- **Work Experience Diary**

Students will have a Work Experience Diary to complete. Please encourage your son to collect additional material to enhance his record of the week as this will assist him in completing college and apprenticeship applications.

- **Concerns**

If you have any concerns about your son's placement during the week please contact Ms Mulligan immediately and efforts will be made to resolve the problem. Unless there are exceptional circumstances, such as a safety risk, the policy of the school will be to require students to stay in their placement for the full week.

- **Boys not on Work Experience**

If your son is not attending a work placement he is expected in school. As the majority of boys will be on work experience your son will not have his normal timetabled lessons and he will be expected to help with various activities throughout Challenge Week.

Following Work Experience

- **Employer Feedback**

All employers are requested to provide feedback for students which can be used on CVs and college applications.

WORK EXPERIENCE 2021 INTENTIONS REPLY SLIP
(to be completed for ALL students)

Please return this slip to Ms Mulligan as soon as possible and by Friday 29 January 2021 at the latest.

Student Name: **Tutor Group:**

PLEASE TICK ONE OF THE FOLLOWING OPTIONS:

A. I would like my son to go on work experience during the week commencing 5 July 2021.

B. I do not wish my son to go out on work experience and he will be in school during week commencing 5 July 2021.

IF YOU HAVE SELECTED OPTION A. OR B. ABOVE PLEASE ALSO TICK ONE OF THE FOLLOWING 2 OPTIONS:

1. I request that the school allocates a placement to my son. I attach a completed Work Experience Preference form and medical form. I confirm that I have paid a £25 contribution towards the cost of a health & safety check via ParentPay or attach a cheque payable to The Forest School.

2. My son has his own placement. I attach a completed Own Placement Details form and medical form. I confirm that I have paid a £25 contribution towards the cost of a health and safety check via ParentPay or I enclose a cheque payable to The Forest School. If the placement is outside of West Sussex I understand that there will be an additional sum payable.

Parent/Carer Signature:

Please provide a current email address for communication (not your son's Forest email):.....

Work Experience 2021 Medical Questionnaire

(to be completed for all students going on work experience)

Student's Name:.....

If the answer to any of these questions is YES please give full details, including dosage of any medicine. If necessary please continue on a separate sheet.

Has your son had/or have any of the following:

Epilepsy	Yes	No
Asthma or bronchitis	Yes	No
Heart condition	Yes	No
Fits, fainting or blackouts	Yes	No
Severe headaches	Yes	No
Diabetes	Yes	No
Eczema	Yes	No

Other illness or disability – please give full details:

Has your son received a Tetanus vaccination in the last five years?
(up to date Tetanus is required for animal placements)

Yes	No
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Has your son had contact with contagious diseases or infections in the last six months?

Yes	No
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Any allergies to drugs/medication?
Please list:

Yes	No
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Any other allergies e.g. material, food, Insect bites, nuts?
Please list:

Yes	No
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Is your son receiving medical treatment of any kind from either your family doctor or hospital?
Please give details:

Yes	No
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Has your son been given specific medical advice that he should follow in an emergency?

Yes	No
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Please give details:

Signed: **Date:**
(Parent/Carer)

Signed: **Date:**
(Student)

WORK EXPERIENCE 2021 PREFERENCE FORM

(Please complete this form if you would like the school to try to place you)

Student Name: **Tutor Group:**

Please tick 3 areas of employment (rank them 1st, 2nd, 3rd choice).

Include at least one from category 3. The school has a limited number of placements in category 2 and very few in category 1. If you are very keen on this type of placement you are strongly recommended to try to find it yourself.

WORK AREA	RANK	CATEGORY	ADDITIONAL INFORMATION
Admin, Business, Office.		2	
Building/Trade (specify e.g. plumbing).		2	
Catering and Hospitality.		3	
Computers and IT (Hardware or software).		2	
Education and Training (specify preferred age group).		3	
Engineering, manufacturing & production.		2	
Environment, animals, plants (specify area of interest).		2	
Financial Services.		2	
Health Care (specify dentists, opticians, etc.).		1	
Social Care (specify elderly, disabled, children).		3	
Leisure, Sport and Tourism (specify).		2	
Marketing, Media print, publishing.		1	
Retail, sales and customer services (specify type).		2	

Please provide as much information as possible:

What school subjects are you most interested in?	What are your plans after Year 11?
Please list your hobbies and interests.	Do you have a career ambition? What?

Transport Restrictions

Horsham only.	
Willing/able to use public transport.	
Lifts available.	

