

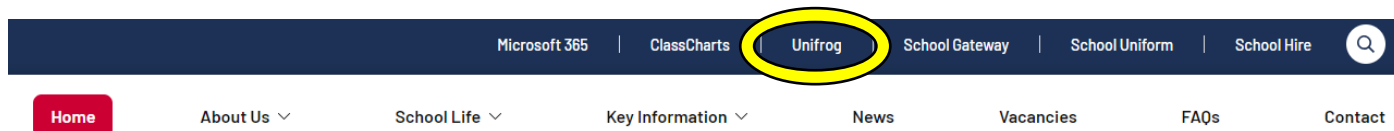
Work Experience Process 2023/24



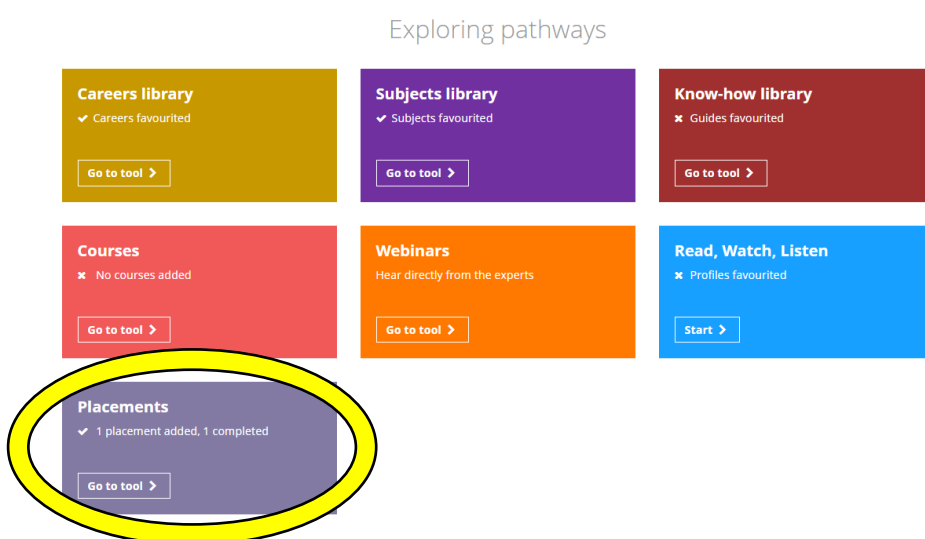
May 2024

Dear parent/guardian,

We are now only around a month from the Work Experience Week of 24th – 28th June. The vast majority of students now have confirmed placements. **Students can see if their placement is fully confirmed** (or what stage it's at) by logging into Unifrog from the top of the school website homepage:



And then going to the 'Placements' tool:



If their placement looks like this, then the employer still hasn't responded to the email they've been sent and the student needs to chase this up with an email, phone call or visit:

Student initial	Employer initial	P/G agreement
Permission	School check-in	Employer review
Student reflection		

If their placement looks like this, then the employer has completed the initial paperwork, but school has not yet approved the placement as we are waiting on more information, such as insurance or Risk Assessment details, which we have asked them for:

Student initial	Employer initial	P/G agreement
Permission	School check-in	Employer review
Student reflection		

If their placement looks like this, then the placement is approved by school and good to go!:

Student initial	Employer initial	P/G agreement
Permission	School check-in	Employer review
Student reflection		

Anyone who is not out on Work Experience for the week, or for any given day of the week, **will need to be in school for the usual school day times**. There will be English, Maths and Science lessons, plus some lessons around careers and career skills, as well as visitors to work with the students.

Getting Ready

Students who are going out on placement need to be ready! To ensure that they are, they need to go to the 'Placements' tool on Unifrog and click 'more' on the 'Employer initial form.'

Mr McGauran's Fake Business Added 5 May 23
Scheduled for: **06 May 23 - 07 May 23** Type: **In person**

- 1 **Student initial form** Completed on 5 May 2023 [more](#) ✓
- 2 **Employer initial form** Completed on 5 May 2023 [more](#) ✓
- 3 **Parent / Guardian agreement** Completed on 5 May 2023 [more](#) ✓
- 4 **Permission** Completed on 5 May 2023 [more](#) ✓

This is where the employer has provided key details such as the **times to be at work**, which can vary from place to place:

Working hours 7.30 to 4pm

Working hours 8:30 - 3:15

Please note: your child will need to check **which days** the placement is taking place, as some businesses (most often hairdressers) may be closed for one day during the week.

Employers will also have said **what to wear**. You may have to support your child in understanding this, as employers use terms like 'casual' and 'smart:'

Dress code	Smart all black
Is PPE or other special safety equipment required?	Yes: Gloves and apron

Dress code	Casual
Is PPE or other special safety equipment required?	Yes: Flame retardant overalls and steel toe boots will be provided.

Dress code	Work pants and steel toed boots, waterproof jacket for rain
Is PPE or other special safety equipment required?	Yes: We will supply Gloves, dusk mask and eye protection on arrival.

Please pay particular attention to the 'dress code' area as some businesses require students to bring their own Personal Protective Equipment (most often steel toe-capped boots) in some work environments. Steel toe-capped boots can be found at Amazon for £15.99 ([Amazon steel toe boots](#)), Screwfix for £19.99 ([Screwfix steel toe boots](#)), Sports Direct for £24.99 ([Sports Direct steel toe boots](#)) and other retailers.



If students need to have something like this, then next week's half term is the ideal time to find it. If your child is in receipt of Pupil Premium funding and you would like to use this towards equipment or clothing for Work Experience, please contact me at emcgauran@carnforthhigh.co.uk to discuss this.

Calling the Employer

In a lesson about all of the above in form time this week we're advising that students check all this information (and make some notes) and then call the employer. This is the best way to ensure that they know the answers to the following in advance of their placement:

- What days they are working during the week
- What times they are working during the week (including whether they have an early start on the first day)
- What they need to wear
- Whether they need to buy/bring PPE etc., e.g. steel toe-capped boots
- What the lunch arrangements will be

If they need any support with this they can speak to me (Mr McGauran) or Ms Taaffe in our office across from T2 in the Technology corridor.

After Half Term

In the week before Work Experience Week, each Year 10 group's Life Skills lesson will be dedicated to final preparations for the week, including how to behave on placement, what to know about Health and Safety, key safeguarding information and how to contact us for support at any time. They will also be given a workbook and pack of information to take with them to the placement, and will be visited on placement, where possible, by a member of staff from school within the first three days of their placement. I will write to you again closer to the time with more information about this.

Thank you again for your support,

Emmet J. McGauran

Assistant Headteacher for Personal Development
Carnforth High School