

Tottington High School

Work Experience Placements June 2010

Information for Parents and Guardians

The purpose of the scheme is to provide students with first hand experience before they leave school of working conditions, how and why people earn their living and how they relate to one another in the workplace. It is hoped that this two week sample of working life will help your child when they finally move from full time education to work and may also help them to think about the kind of job which will be most suitable.

Work Experience can be valuable in motivating students on their return to school following a placement by showing them the value of the subjects they are studying. The experience can sometimes encourage students to aspire to a higher level of career.

Students on placement will be treated, as far as possible, as new employees, subject to the normal conditions and hours of work. They will be given real work to perform **as far as this is possible to arrange**.

Whilst on the placement students remain on the school register. If they are ill or otherwise unable to go to their placements on any day, you should telephone both the establishment and the school to let them know. Similarly this time **cannot** be taken for family holidays.

Demand for placements is always very high as there are many other high schools in Bury and Bolton whose students will be looking for placements the same two weeks. It is therefore very important that the parental/guardian consent slip is returned promptly. Once a placement has been secured it will not be possible for your child to change it.

Before the placement commences your child will be given the details of their placement and asked to ring them to introduce themselves and thank the employer for agreeing to take them. First day start times and what to wear are usually discussed at this point.

Before the start of the placement an interview may be arranged between your child and a member of the establishment who will be responsible for them. The interview will usually be held shortly before the placement begins. Its purpose is to ensure that both students and employer know what the arrangements are and understand their mutual rights and obligations.

A member of the school's staff will contact the establishment during the first week of placement to check how things are going. They will then make an appointment to visit your child during the second week. A record of both the employers' and students' experience, appearance, punctuality etc., is taken at this time. This is a useful record for future applications for part time work, college applications etc.

Please note that your child's application cannot be processed by school until the parental/guardian consent slip has been received in school.

Should you have any queries relating to the programme overall, please contact Mrs Peake, Work Experience Co-ordinator on 01204 882327.