



Monday 6th March

Dear parent or guardian,

All pupils in year 10 will take part in work experience from Monday 14th March to Friday 25th March. At the start of the year, copies of “self-placement” forms were sent home to parents and copies also given to pupils. These forms should have been completed and returned to school if pupils wanted to find their own placements. If pupils have been unable to find a placement then we have been working to source them a suitable placement based on a survey they completed about their career interests. The survey also asked pupils how far they could reasonably travel to a placement.

Today, pupils have been given information about their placements including name and address of the business, hours of work, duties and other important information. It is important that pupils contact the placement before Monday 14th March to confirm that they will be attending. Due to a number of local businesses still having staff working from home, this year has been more difficult to find placements and as a result we would find it very difficult to change or swap the placement. However, if the placement is completely unsuitable, please contact Mr Doran as soon as possible.

Hours of work will usually be the hours worked by young employees of the organisation and will normally be longer than school hours. The hours worked by pupils will vary according to their placement. Parents must assume their normal responsibilities for their child’s safety and associated costs when travelling to and from a work placement. Work experience is part of the school curriculum and therefore students are not paid. If your child is entitled to free school meals, we can provide you with a packed lunch hamper on Friday 11th March and Friday 18th March containing items to make a packed lunch for one week. Please complete the consent form and return to school no later than Wednesday 9th March if you require a hamper. You can also request this on the digital consent form. Any forms received after this date, we will be unable to organise a hamper for.

Placement providers are required to report any accident or incident involving a pupil to the school. If you have any concerns with regard to accidents, please contact the school. Pupils are expected to hold in confidence any information about the employing organisation that they may obtain during work experience.

Health and safety checks and placement visits have been carried out by our work experience organisers Elevate EBP. Pupils will receive a call or a visit from Hillside High School staff in the first few days. Where a pupil has received a phone call, staff may wish to follow this up with an in person visit if they are unable to make contact or have any concerns about the placement. Pupils who are asked to return to school from their placements due to incidents of poor behaviour should report back to school in full school uniform whilst the incident is investigated.

Below is a checklist for you to work through with your child to ensure that they are ready to start their placement on Monday 14th March. Pupils have also been given a booklet containing lots of advice and FAQs.



HILLSIDE HIGH SCHOOL

Please could you complete the reply slip attached to this form to give your consent for your child to attend their work experience placement. Reply slips should be handed in to Mr Doran or Mrs Conway.

You can also complete this form digitally; the link has been text to you or your can scan the QR code here:-



Miss Jones

Miss Jones

Assistant Vice Principal



How you can support your child with work experience

Before the placement

1. Read the placement form carefully with your child and write down any questions they have,
2. Pupils must contact the placement to confirm their attendance and to ask any questions that they have identified. Please check that your child has completed this
3. Work with your child to plan their route to the placement so they know what time they need to leave
4. Pupils should check that they have suitable clothing for the placement. If pupils require any specialist clothing / footwear that isn't provided by the organisation then they should see Mrs Conway as soon as possible
5. Pupils should decide on their lunch plans. A packed lunch may be a good idea for the first day so they can check if there are any local shops they may want to buy their lunch from

During the placement

1. Check that the placement is going well
2. Encourage a mature response to any difficulties
3. Encouraging your child to persevere even if the placement is not what they expected. Pupils will be learning valuable skills that they may not recognise. Let the school know if there is a real problem
4. Pupils should attend every day at the correct time
5. If a pupil will be absent due to illness then please contact the school office and also contact the placement
6. If pupils are going to be late, they need to contact the placement
7. Any worries or concerns, please contact the school as soon as possible and speak to Mr Doran
8. Pupils should not post images / videos or any other content including text about the business or organisation on social media

After the placement

1. Pupils should return to school on Monday 28th March
2. Pupils will complete a debrief of their experience during lessons
3. Any items of clothing or footwear loaned from school should be returned to Mr Doran
4. Pupils can send an email to the place of work to thank them for the experience