

## WORK EXPERIENCE

### INFORMATION FOR PARENTS AND STUDENTS

# Henley-in-Arden School

'Achieving Excellence Together'

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## Henley in Arden School

### Introduction

This leaflet gives useful advice and information to Parents/Guardians to help ensure a successful work experience placement. It should answer any questions you may have about work experience and what it involves. *Please read this leaflet carefully with your child.*

### Work Experience – the benefits

The government see work experience as an essential part of preparation for adult life.

- **It is compulsory for your child to go on a work experience placement, as part of the work related learning curriculum in school.** Work experience gives your child the opportunity to gain an understanding of the world of work and working life.
- Work experience puts your child in a completely new and different situation and gives them the chance to see what the world of work is really like.

Work experience will give your child a real insight into working life:

- working with adults
- longer hours
- shorter breaks
- journey to and from work

We hope that your child can arrange a placement that matches a potential career interest, but this isn't the main aim of the programme.

The work experience programme gives your child the chance to improve important skills such as:

- communication
- time management
- numeracy
- literacy
- ICT

It will also help improve your child's organisational skills and self-confidence and show future employers and learning providers that they are mature, reliable and hard working.

## Placement Selection

- All students are encouraged to find their own work experience placement.
- Once a student has found a placement they must complete the 'Own Placement Form' (Yellow) and return it to school immediately.
- For legal reasons (under Health and Safety legislation) your child will not be allowed to spend their work experience with an employer who works on their own.

## Health, Safety and Welfare

- All employers participating in the programme undergo a 'Health & Safety Check' to ensure their suitability to offer a placement.
- These checks are carried out by an outside organisation before your child's placement begins.
- The checks ensure that employers have the appropriate level of 'Employer Liability Insurance' in case of accident during placement. *However, please note that this insurance does not cover your child on their journey to and from the employer.*

**It is essential that school has your latest contact details in case of illness or an accident.** *If your details, especially mobile phone numbers, have been changed recently please contact the school **immediately** with the new details.*

## Data Protection Act (1998)

The Act states that we need you to tell us about any:

- medical conditions from which your child may suffer
- criminal convictions your child may have

This means the employer has the appropriate support measures in place to safeguard the welfare of your child and the other employees in the workplace.

**Please ensure that you complete the parental consent form enclosed with this leaflet and return it to school as soon as possible.**

## Pre Placement Interviews

Students are encouraged to speak with their employer for a pre-placement briefing. This is to ensure that students are familiar with:

- employer's address and contact details
- hours of work
- lunch arrangements
- expected dress code
- specific duties and job specification

## Travel

- Your child should make their own way to their placement and make sure they arrive on time.
- The pre-placement interview gives your child a chance to find their way to their employer and establish how long the journey takes.

## Visiting Teacher

Your child may be visited by a member of school staff whilst they are on placement. The Coordinators are there to support your child and the employer and any concerns or issues should be reported to them.

## Work Experience Student and Employer Evaluation sheets and Awards

- Each student will receive Information and Evaluation sheets before work experience. It is essential that your child reads these through, discusses them with their employer and **keeps them with them at all times whilst on placement.**
- **Evaluation sheets must be handed in to school on the first day back to school after work experience.** The Evaluation sheets form a major part of the debriefing work in school after placement and are mentioned on the reference that each student receives when they leave school at the end of Year 11.

## Parental Help

The interest, support and encouragement that you give to your child before, during and after their placement are a crucial part of a successful work experience. Please read the Evaluation sheets and this leaflet with your child and take a keen interest in their placement.

**We ask you to return the parental consent form as soon as possible and to inform school of any concerns about work experience as soon as they arise.**

If you have any questions please contact Mrs N Thompson.

## Pre Placement Interview Advice

Please encourage your child to think through the suggestions below before they visit their employer for the first time on pre-placement interviews:

- **Transport** – plan your journey beforehand, leave plenty of time and arrive early.
- **Clothes** – must be appropriate to the workplace. You should be neat, clean and tidy. Keep make up simple, if you wear any at all.
- **Relax** – you will probably be a little bit nervous. Try to be confident, but don't overdo it.
- **Be polite and smile** – this will help you relax. Wait to be asked to sit down and use 'please' and 'thank you'. Avoid one-word answers. If you don't understand a question, politely ask them to rephrase it. Be positive and enthusiastic.
- **Remember** – if you cannot get to your interview on the day make sure you call the employer with as much notice as possible.

### **Questions you might be asked.....**

1. Why do you want to do work experience with us?
2. What do you hope to learn from your placement?
3. What skills and qualities can you bring?
4. Why might you be good at this job?
5. What are your hobbies and interests?
6. What are you good at & what do you enjoy in school?

### **Questions you might ask.....**

1. What does the job involve?
2. What skills and qualities are needed?
3. Where do I report to each day?
4. Who will be my supervisor?
5. What hours will I be working?
6. What clothing should I wear?
7. What Health and Safety issues should I be aware of?
8. Where are the First Aid facilities?

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**GOOD LUCK!**

**Mrs N Thompson &  
Mrs D Reynolds**

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