

May 2022  
JHY/PWR/bkl

Dear Parent/Guardian

### **WORK EXPERIENCE - JANUARY 2023**

All pupils undertake a period of Work Experience as part of the curriculum. For your child this will be in January 2023. Work Experience is organised by the school in partnership with Best Practice who are a company based in Ampthill who work with lots of schools to arrange Work Experiences. The dates for Work Experience will be Monday 9<sup>th</sup> January to Friday 20<sup>th</sup> January. During this period the normal timetable will be suspended for all pupils in the year group. On Tuesday 7<sup>th</sup> June a pre-recorded video explaining the aims of work experience, the process, key dates and details of how to use the online database will be available.

Work Experience is concerned with giving pupils an understanding and experience of working life and enhancing life skills. It is not intended to be seen as a specific vocational experience. It will give pupils an opportunity to get first-hand experience of working conditions in a shop, factory, office or other place of work. It should help pupils to find out about their own skills and to see the links between the courses they are studying and the skills they need in the future. It will also give them responsibility; they will be expected to be punctual, independent and helpful to others. Appropriate guidance and supervision will be given by a member of the employer's staff who will be responsible for the pupil. Pupils will not be allowed to use hazardous machinery during this time. In accordance with Council recommendations we will be taking out personal accident insurance for pupils during their period of Work Experience. Pupils will not be paid during this period because the Work Experience is part of their education. Pupils must know what distance from home they are able to travel and should consider travel plans carefully.

We strongly encourage parents and pupils to work together to find their own placement if possible. Pupils can find their own placement by completing a 'Guarantee of Own Placement for Work Experience' form. This form can be completed from now and needs to be returned to Miss Beth Kendall in Room B101 at the school as soon as possible but no later than Thursday 30<sup>th</sup> June. An own placement form is attached for your child to use. Only use this form if your child is finding their own placement. There are considerable benefits of finding an own placement as you have more control over the process of finding a placement that your child may really want.

If your child would prefer to be placed in one of the following areas of specialism where there are limited opportunities for work experience on the Best Practice database, we would recommend them finding their own placement:

- Animal care
- Medicine
- Sport
- Graphic Design

**Headteacher:**  
Jo-Anne Hoarty

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- Architects
- IT
- Construction
- Engineering
- Law

Please be aware that any company who takes students for a Work Experience placement will need Employer's Liability Insurance. Please make sure the company includes these details when signing the enclosed form. Also, please be aware that many of the retail shops in CMK do not accept own placements. If they do take work experience students, most will prefer to go through Best Practice.

If pupils are not able to find their own placement an online database, provided by Best Practice, will be made available to all pupils on Wednesday 6<sup>th</sup> July. Information will be given in regular messages to pupils and we have several presentations on the school website that give helpful information regarding how this system will work. You will be sent directly log-in details nearer the time so that this database can be accessed from home. The deadline for making selections on the database is Wednesday 20<sup>th</sup> July. Until the relevant checks have been made by Best Practice, no placement, whether online or own placement, is guaranteed.

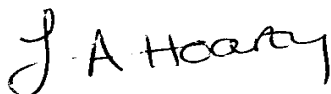
If you decide to change your child's placement once it has been booked, there will be a charge of £48.00 by Best Practice which will then be passed on to parents by the school. The system is designed so that your child undertakes only one placement.

During the period of Work Experience each pupil will be contacted by a member of staff from school and at the end of the placement the employer will complete a report of the pupil's performance and attitude. This report frequently proves to be a very useful guide for a potential employer when considering a candidate for a job vacancy.

Miss Kendall, the Work Experience Administrator, Mr Winter the Work Experience co-ordinator, tutors, and Year Leaders, are all available to help your child at every stage of the process.

We know that Work Experience is an incredibly valuable learning opportunity for all pupils. If you would like to discuss further any issues arising regarding Work Experience in January 2023, please do get in touch with the head of year, Mrs Shepherd (Lisa.Shepherd@st-pauls.org.uk) or work experience co-ordinator Mr Winter (Paul.Winter@st-pauls.org.uk)

Yours sincerely



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Headteacher

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