



Harrow Way Community School

Harrow Way

Andover

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17th October 2019

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Headteacher: Mr M Serridge, MA

Dear Parent/ Guardian

Year 10 Work Experience 2020 Monday, 6th July – Friday, 10th July 2020

During the summer term **all** of our Year 10 students will spend one week on a work experience placement. We would like to invite you to the launch of Work Experience 2020 on Thursday, 7th November 2019.

The Department for Education (DfE) definition of work experience is **“A placement on employer’s premises in which a student carries out a particular task or duty, or range of tasks or duties, more or less as would an employee, but with an emphasis on the learning aspects of the experience”**

Work experience brings tangible benefits for young people, employers, schools and society as a whole. Perhaps for the first time, your son/daughter will be able to experience the realities of day-to-day working life, ideally in an area of work in which they have some real interest.

Aims of the Work Experience Programme

The programme is to introduce students to the world of work, its demands, disciplines and to develop student’s employability skills. It can also bring the curriculum to life by demonstrating how subjects can be applied and valued in the workplace.

Duration & Location

The dates for the 2020 Year 10 Work Experience are Monday, 6th July – Friday, 10th July inclusive. Most students will have local placements but they can be further afield with agreement from the school.

Hours of Work

These will usually be the hours worked by young employees of the organisation and will normally be longer than school hours but not more than a standard eight hour day (excluding breaks). Students should not work for more than five days in any consecutive seven day period.

Travel

Students are expected to make their own arrangements and cover the cost of getting to and from work.

Payment

Work experience is part of a student's education, therefore no payment can be made by employers, but some may choose to give some assistance e.g. by providing lunches.

Insurance

Employers must have the necessary insurance in place to cover students and ensure that appropriate health and safety arrangements are in place. The school contracts Hampshire County Council to check that this is the case.

Progress on Work Experience

A member of staff will either phone or visit during the course of the placement.

Placements

Students should arrange their own placements, as this allows them to target an area that they are really interested in. Work Experience placements are in demand with numerous secondary schools seeking placements; therefore it is never too early to start approaching potential companies/employers.

Additional Information

During their Personal Development lessons students will receive guidance on the best ways to approach companies for placements and will also compile their CV's.

Key Dates

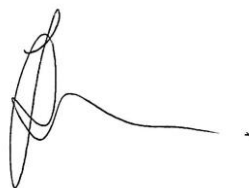
Thursday 7th Nov: Work Experience Launch | 6.00pm – 6.45pm | HWCS Auditorium

Fri 3rd Apr: Deadline for Submission of Student Placement Forms

Mon 6th – Fri 10th July: Work Experience Week

We look forward to seeing parents and students at the Launch Evening on Thursday, 7th November at 6.00 pm in the Auditorium.

Yours sincerely



**Mr J Mann
Assistant Headteacher | Work Experience Co-ordinator**