

Hele's School

A great place to learn. A great place to grow.



November 2023

Dear Parent/Carer,

Important information for parents of Year 10 Students: Work Experience Monday 15th - Friday 19th July 2024

At Hele's School we value the skills and experiences that relevant Work Experience in Year 10 provides and hence are keen to maintain this programme. The Work Experience programme will, as usual, take place during Enrichment Week in July 2024.

Our aim for the work experience programme is to make it as valuable an experience as possible, for all students. Students in Year 10 have been emailed a link to a form and are requested to complete their submission as soon as possible, and by the deadline of **20th November 2023**. This will not take too long, and it will be expected that they will use their own time, outside of school, to complete this form; students can access computers in the Library Monday to Thursday 3.10pm-4pm.

It is hoped that this process will encourage students to carefully consider the type of experience they would like to have and reflect on future school/career ideas through this process. We hope that it will spark some interest in a work placement/sector, and it is always really positive to see that students use this process to start undertaking some background research into areas which might be of interest to them.

Unfortunately, specific funding to support Key Stage 4 work experience programmes in schools was removed by the Government and the cost of Work Experience is £50.00 per student (the cost of conducting statutory Health & Safety/Insurance check visits by a professionally qualified assessor). We therefore request a voluntary contribution of £20.00 towards the £50.00 cost of the programme for students partaking in Work Experience and Hele's School will pay the remainder. If there are extenuating circumstances where Work Experience is cancelled due to Government restrictions we will refund any parent contributions.

Students who wish to undertake work experience out of the Plymouth area should contact Mrs Yeomans, as there may be further costs involved.

Some students who are members of CCF may wish to take part in the CCF camp, which also runs during Enrichment Week. This would replace work experience and any students wishing to take this route must apply to do so when CCF Camp 2024 is launched. CCF members who are considering attending Camp must still complete the MS Form, as they can record their interest in attending CCF Camp during Work Experience Week.

For some students, work experience will not be appropriate, or they may not be ready to work in an adult environment for a week. We believe that such students will gain more from a rich 'in house' experience by taking part in a variety of 'World of Work' activities on the school site during the Work Experience week. Some of the activities completed previously are CV and letter writing sessions and workshops delivered by external organisations. This provision is invitation only, but please contact Mrs Yeomans if you would like to discuss this provision further.

The outcome from the Work Experience submission process will be confirmed after the deadline. Parents/ carers will at this point be asked for the voluntary contribution of £20.00. If your child is eligible for Free School Meals, there may be the opportunity to apply for some financial support towards the cost. Please contact Mrs C Hamblin, Finance Officer, on (01752) 337193 to find out what funds are available.

When an employer has agreed to a placement, the placement details must be uploaded to Unifrog, our online Careers platform. Instructions on how to do this will be given to students. We request that placements are uploaded to Unifrog by **Wednesday, 31st January 2024**.

For more information about work experience please contact Mrs Yeomans, Careers Support Manager, on 01752 337193 or yeomans@heles.plymouth.sch.uk

Work experience is such a valuable opportunity and our students have always expressed how useful and rewarding they have found it; I certainly notice the difference when they return in Year 11. The experience often focuses the mind and prepares young people for the career choices they make in Year 11. Thank you in advance for your support as we appreciate that is often through friends and family contacts that work experience placements are sourced, and you as parents play a significant part in making it a success.

Yours faithfully,

Mrs A Ayres
Assistant Principal