



Wallington  
High School for Girls

HEIRS OF THE PAST, MAKERS OF THE FUTURE

Woodcote Road, Wallington, Surrey, SM6 0PH  
Telephone 020 8647 2380  
Facsimile 020 8647 2270  
[info@wallingtongirls.org.uk](mailto:info@wallingtongirls.org.uk)  
[www.wallingtongirls.org.uk](http://www.wallingtongirls.org.uk)

November 2019

Dear Parent/ Carer

I am pleased to be able to give you more information about our work experience programme. Every student in Year 11 and Year 12 undertakes a week long placement in the Summer term. Work experience is an important part of the careers curriculum at Wallington Girls and in addition, the Department for Education's most recent careers strategy requires students to have had experience of a workplace by the age of 16, additional to any part-time job they may have. It enables the student to experience the rigours of the workplace and offers an opportunity for them to sample different working environments, which in turn may help them to select a career path, subject options or university course. Many university courses are highly sought after and relevant work experience can indicate that a student is serious about studying it further. It is an expectation that students will be able to talk about their work experience placement as part of their personal statement and use it as an example of how they have developed relevant skills and personal qualities; we also ask all students to deliver a presentation to their tutor group.

Finding a placement can often be a daunting task and so we appreciate your support in helping your child to find a suitable experience. You can do this by considering whether you have any contacts which your child can use and by helping them to explore and research local companies which may be able to provide a placement. You may also be able to offer a work experience placement to another WHSG student; if this is the case, please contact me at the address below.

In this pack are full details of the process, along with the forms that you will require.

I enclose the following:

- A copy of the Work Experience Process, with some key dates
- A Parental Consent Form, which needs to be completed and returned to Mrs Boyle as soon as possible (via the Work Experience box in the second foyer) together with an overseas / outside designated week consent form.
- A letter which your child may give to their chosen employer **should** they ask for a letter from the school, containing Aims & Objectives on the reverse side.
- A Confirmation of Placement form which your child will need to ask the employer to complete once they have agreed to the placement. The completed form should then be given to Mrs Boyle once details have been entered in the database
- Some 'Frequently Asked Questions'

Shortly your child will also receive an individual letter with log-in details to the on line system, and instructions how to enter details of their placement, please make sure that the log in details are recorded as they are required to enter in the placement details for H & S checking.

If you have any further questions, please do not hesitate to contact me

Yours sincerely

Mrs J Boyle  
Careers & WRL Co-ordinator  
[jboyle@wallingtongirls.org.uk](mailto:jboyle@wallingtongirls.org.uk)

## WHSG WORK EXPERIENCE PROCESS

Complete and return parent consent form (contained in this pack)



Students look for work experience placement using their own contacts. Those who would like some help in doing so should speak to parents, teachers or see Mrs Boyle in the Library before or after school on a, Tuesday, Wednesday or Thursday



Contained in this pack is a letter of support – you may give this to the company as proof that you are a student at WHSG and that you are required to complete a work experience placement



Once you have agreed a placement, take the Confirmation of Placement form to the employer and ask them to complete and return to **YOU**. This form is included in the pack or can be downloaded from the school website



Return the completed form to Mrs Boyle **before the Easter break** – students who do not return their form by this deadline may not be able to attend their placement if the necessary checks have not taken place



Separately, you will be sent log in details for the 'Altogether Work Experience' website. **Record these details and keep somewhere safe.** Enter the details of your placement (details of how to do this along with your log in details will be with before the Xmas holidays. This should be completed by **30 April by the absolute latest**



Once you have entered the details online **and** return your **completed** confirmation of placement form, Mrs Boyle will complete the necessary health & safety checks, which we are legally required to do. Without these in place, **you cannot attend your placement**



Your placement will either be confirmed or queried



Attend the work placement



Completion of evaluation forms (contained in this pack) with your employer and feedback to your form group in September 2020



# Wallington High School *for Girls*

HEIRS OF THE PAST, MAKERS OF THE FUTURE

Woodcote Road, Wallington, Surrey, SM6 0PH

Telephone 020 8647 2380

Facsimile 020 8647 2270

[info@wallingtongirls.org.uk](mailto:info@wallingtongirls.org.uk)

[www.wallingtongirls.org.uk](http://www.wallingtongirls.org.uk)

November 2019

Dear Sir /Madam

Re: Year 11 Work Experience Programme – Monday 06 July – Friday 10 July 2020

Student's Name .....

The above named student has shown an interest in completing a work experience placement with your company and feels that your firm would suit both their skills and careers aspirations and we are happy to support this application.

Students have found that the school work experience programme is vital in helping them make informed decisions about future courses and career paths. It is seen as one of the most important activities at school for preparing young people for the world of work. A well planned and organised placement also has an important role in developing personal, social and employability skills. With this in mind, we encourage Year 11 students to find a placement during our official work experience programme, which this year takes place from Monday 06 July – Friday 10 July 2020.

It is becoming increasingly difficult for students to find companies that are able to offer them the chance to gain hands on experience in a career area that they are keen to explore, so we would very much appreciate it if you were able to offer such an exciting opportunity to one of our students. If you are able to provide them with an appropriate programme of work experience, could you confirm this directly with the student.

Once you have agreed the placement you will be asked to complete a Confirmation of Placement form, which has a risk assessment section to it, which you should return to the student. I may then contact you to get further details, if required and you will receive a Letter of Understanding. Should you wish to discuss the programme in more detail before offering this student a placement, please do not hesitate to contact me.

Yours sincerely

Mrs J Boyle  
Careers & WRL Co-ordinator  
[jboyle@wallingtongirls.org.uk](mailto:jboyle@wallingtongirls.org.uk)



Careers & Work Related Learning – Direct Phone Line: 0208 254 9316

## SCHOOL AIMS FOR THE YEAR 11 PLACEMENT

1. For the student to appreciate the ways in which their studies and school life in general are preparing them for employment.
2. For the student to understand the importance of managing their own career and to help provide the necessary skills.
3. To help the student make important choices towards the most appropriate combination of courses for further study.
4. To increase the students motivation for further study towards a career in which they are interested.

## OBJECTIVES FOR YEAR 11 STUDENTS

1. To identify skills and knowledge needed for a career in which they are interested
2. Develop the following skills and indicate how you have done this:
  - Presentation
  - Time-Management
  - Research
  - Problem-Solving and Decision-Making
  - Communication - Communicating to Others
  - Communication - Communications from Others
  - Organisation
  - Team-Working and Interpersonal Competence
  - Information Technology
  - Numeracy
3. To identify and practise, where possible, these skills needed for management.
4. Identify Enterprise Skills in the real world.
5. Identify the skills and knowledge you have gained to date during Y9 Work Shadowing Day and to appreciate how these relate to the World of Work.



# CONFIRMATION OF PLACEMENT FORM

Makers of the Future – Inspiring Women



Business/Org. Name:			
Type of Business:			
Number of Employees:		1-4	5-19
		20-49	50-199
		200+	
Name of Student:		Form: 11 *Please complete.....	
Date & Times of Placement:		06 / 07 / 2020 to: 10/ 07 / 2020	Start time: Finish Time.....:
Dress Code:			
Address where student will be working, <b>including p/c</b> :			
Contact Name and job title			
Contact Telephone Number			
Contact Email (Please print):			
Details of work experience to be undertaken:			
I have Employers Liability Insurance with a provider who is a member of the Association of British Insurers which will be in place at the time of the placement and I have notified them of my intentions to accept work experience students on my premises			Yes <input type="checkbox"/> No <input type="checkbox"/>
ELI Provider: *Please Complete	ELI Policy Number: Please Complete	Policy Expiry Date: *Please Complete	Yes <input type="checkbox"/> No <input type="checkbox"/> Annual renewal?
I have Public Liability Insurance			Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that I have read the Work Experience Letter of Understanding for Employers and agree to the terms and conditions			Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you employed work experience students in the last three years?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Thinking about the placement and potential student(s), do your current risk assessments address the significant hazards for staff that are broadly similar in maturity and understanding, to that of the work experience student(s)?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Work experience students are less likely to be aware of the potential risks due to them being unfamiliar with the work surroundings. With this in mind have you reviewed your risk assessments and relevant policies to ensure the WEX student will understand and follow them?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you satisfied you will provide adequate instruction, training, personal protective equipment and supervision to support the work experience student(s) effectively and confirm students will not be able to access equipment they are legally too young to use?			Yes <input type="checkbox"/> No <input type="checkbox"/>
I understand that under health and safety law, work experience students are classed as my employees and as such I have primary responsibility for their health and safety and that the placement does not contravene the 1974 Health & Safety at Work Act			Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the induction cover the basic health and safety, e.g. risk assessments, fire, first aid & accident reporting as well as the less familiar risks work experience students will encounter?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed:		Dated:	
Name (please print):		Position:	

**Please return this form to the student.**

Work Experience 2019-2020 Letters & Forms Year 11 Confirmation of Placement Form

- Required information



WALLINGTON HIGH SCHOOL FOR GIRLS



Year 11 Work Experience Parental Consent Form

For overseas work experience placements and for those not completing work experience during WHSG designated work experience week (Monday 06 July to Friday 10 July 2020)

If you chose to undertake a work experience placement overseas or outside the WHSG designated work experience week, please note the following:

- These placements are not supported by WHSG
- WHSG will not issue or complete paperwork requested by the host employer
- WHSG will not complete any risk assessments for host employers
- WHSG insurance is not valid for any placement overseas
- You must give any information regarding your child's medical condition or any other special requirements direct to the host employer

PLEASE TICK ONE BOX BELOW IF APPLICABLE

- My child will not be taking part in the Wallington High School for Girls Work Experience Scheme because:

My child will be completing the work placement outside the WHSG designated work experience week

OR

My child will be completing the work placement overseas

- I agree that I will put in place any necessary insurances that may be required by the host employer
• I agree to bring to the attention of the host employer any known medical conditions or special requirements that may affect my child carrying out duties /activities whilst on this placement

Students' Name (Please print clearly) ..... Form .....

Signed .....Parent / Carer

Date ..... Form Group .....



WALLINGTON HIGH SCHOOL FOR GIRLS



Year 11 Work Experience Parental Consent Form

Monday 06 July – Friday 10 July 2020

- I give permission for my child to take part in the Wallington High School for Girls Work Experience Scheme
- I understand that this will involve my child being placed with a host employer for one week, commencing Monday 06 July 2020
- I agree to bring to the attention of the school and the host employer any medical condition or special requirements that may affect my child carrying out duties / activities whilst on the work experience placement

Please indicate any special requirements or medical conditions:

Please indicate any changes in emergency contact numbers:

Students' Name ..... Form .....

Signed .....Parent / Guardian

Date .....

Please note that work experience placements will NOT be confirmed until parent consent has been received in writing by the school

## **Work Experience at WHSG – Frequently Asked Questions**

### ***Q: Can I complete my work experience at another time?***

A: Only work experience during the designated weeks will be authorised by the school; because we already dedicate a week of term-time work experience, we cannot allow students to miss further time off school.

### ***Q: What happens if I find a work experience placement which is in the school holidays?***

A: That's great! Finding an extra placement during school holidays is a really worthwhile thing to do and that additional experience will help you to make some more informed decisions about your future career. However, because your placement is not during school-time, all arrangements need to be made privately between yourselves, your parents and the employer. This means that your parents will need to be responsible for checking the health & safety standards and insurance arrangements. You will still need to look for a placement during the school work experience week in addition to anything else you have done/will be doing.

### ***Q: What if I can't find anything relevant to what I want to study/do?***

A: Is it time to ask for some help? Mrs Boyle is available at lunch and after-school to help point you in the right direction. She has details of where all our students went on their placements in the last couple of years and this might be a good starting point for you. Try to utilise any family contacts you might have – including family of your friends. The important thing is to be pro-active in looking for placements: write emails and give people a ring.

There will be some industries for which it can be difficult to get relevant work experience: medicine for one. Most hospitals do run a work experience programme, but applications are very competitive and close early – have a look round to see what is available as soon as possible. If you're unsuccessful, then don't panic - it's time to think outside of the box. For example, getting some work experience at a care home will be a good way of demonstrating that you have experience in interacting with people with medical needs, that you are a good listener, responsible and empathetic.

### ***Q: I'd like to do my work experience abroad – is this possible?***

A: Yes, this is absolutely fine – and what an experience!! This would also need to be a private arrangement between yourselves and the employer. If this applies to you, please see Mrs Boyle as soon as possible and she will give you a different form to complete.

**If in doubt about anything to do with your work experience, then please speak to Mrs Boyle or Mrs Godyn and we will be able to clarify this for you.**

# WALLINGTON HIGH SCHOOL FOR GIRLS

## WORK EXPERIENCE - EMPLOYER EVALUATION FORM

Please ask your employer/supervisor to spend a few minutes to complete this form and then give feedback to you at the end of your placement. Thank you

NAME OF STUDENT:		FORM 11
TYPE OF PLACEMENT:		

NAME OF COMPANY	
NAME OF SUPERVISOR:	

Tick any applicable

QUALITIES/SKILLS	BRILLIANT	GOOD	SATISFACTORY	NEEDS IMPROVING	COMMENTS
Attendance					
Time Keeping					
Initiative					
Presentation & Appearance					
Time-Management of Projects					
Research					
Problem-Solving & Decision-Making					
Communication to others					
Communication from others					
Information Technology					
Numeracy					
Leadership Skills					

Additional Comments; (Please continue overleaf if necessary)

SIGNED EMPLOYER:		SIGNED STUDENT		DATE:	
------------------	--	----------------	--	-------	--