



3-7 July

2023

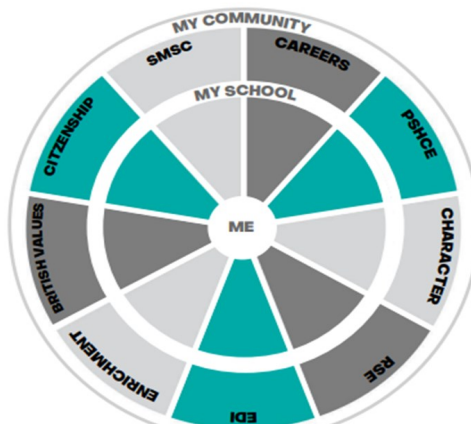
Court Fields School
Information Booklet



The Court Fields Experience

At Court Fields we have a wide range of opportunities for students to experience, which compliment subject specific knowledge in timetabled lessons as seen in the wheel.

Our ethos and values of Achieve, Belong and Participate underpin what we want our students, to become.



	I achieve because I am <div> </div>
	I belong because I have <div> </div>
	I participate because I demonstrate <div> </div>



Globally, the job market is becoming increasingly competitive, with employers expecting more from candidates with each passing year. One of the main boxes companies want prospective employees to tick

Dear Parents/Carers

Welcome to Year 10 Work Experience 2023.

During summer 2023 Court Fields School will be providing the opportunity for Year 10 students to undertake a one-week work experience placement. This is a key activity for your child during their time at school as it helps build confidence as well as giving them a valuable insight into the world of work.

I hope this guide will help you to support your young person find and secure a placement that interests them and provides an opportunity to practise those important transferable skills.

It is expected that every Year 10 student will be on a

Work Experience Placement

3rd—7th July

Students should drive the process of applying for and securing a placement but your support is invaluable. Although we are also here to help and guide students, **it is their responsibility to find a placement.**

Finding a Placement

July 2023 may seem a long way off but the deadline for placements to be secured is April 2023, and experience has shown that the earlier a placement is secured, the better.

We have given students access to a web portal **Link2** to identify potential employers, details can be found on the next page, and time will be given in tutor time to explore and request placements.

Employers should be approached by the student and not by parents as they respect the direct approach and are more likely to respond in a positive way. If writing, please refer to the example-covering letter to send an employer which is included in this booklet, which could also be adapted if contacting employers by email.

Remember employers are busy people so one email or phone call may not be enough, so encourage your child to persevere. It is also important not to focus on just one employer; it is better to speak to several and see what response you get.

Make sure that the employer is willing to provide support for the whole week (5 days) and that they understand that the student will be with them all day.



Finding a Placement

Link2

The web portal Veryan Link 2

1. <https://ssp.learnaboutwork.net> is a website created as a database of businesses in the region that have accepted work experience students in the past.
2. Every student has been given an individual pin number to log on. Enter the student's name and pin number in the relevant boxes.
3. On the welcome page, go to the top tab and click on 'Search'
4. Click on the areas of interest e.g. Admin, Business & Office Work to show the range of businesses in the region
OR
Search by post code or area e.g. Wellington
OR
Search by employer e.g. Lloyds Bank
5. You should now have a list of job opportunities – click on 'view' to see the job description and information about the business.

All businesses listed on the Link2 portal will undergo a Health and Safety assessment checking that the work environment is a safe working environment along with checks to ensure that necessary insurance is in place. The school will also arrange for a member of school staff to get in touch with employers and check in with students during work experience week.

Please note: *The Veryan Link 2 database is provided by an external agency and shows placements that students have previously taken part in. The database is provided for reference purposes and there is no guarantee that employers will be able to take students for placements. Although we have no responsibility for the content of the database, we will pass on any changes or alterations to Veryan when highlighted so if the business is no longer offering a placement please let me know.*



Finding a Placement

Other ways to find a placement:

www.yell.com will help you find employers in certain industry sectors and locations but they will not give you a contact name

Facebook – Parents need to coordinate this due to age restrictions. Posting a ‘shout out’ on community pages in the area can get positive results

www.google.com can also generate some employer details based on a location and industry search

Word of mouth is still a very effective way of finding a placement. Friends and family should ask other friends and family for recommendations. It is surprising the positive results that this can generate!

Employers **must** have both Public Liability and Employer’s Liability Insurance and this must be in a place to protect your child. Many self-employed people will not have this type of insurance so they must be willing to purchase this for the duration of the student’s placement.

If the organisation is not on the Link 2 portal, please ask your child to get a **Request for New Placement Form** from Charity.



Paperwork

Forms for completion

To be completed and returned to Charity in the Careers Office (LRC)

- Ensure that the **Parental Consent and Special Medical Needs Form** is completed and returned by **30 November**. This is the last page of this booklet.
- Once your child has found and been accepted on a placement they need to complete the **Work Experience Placement Confirmation Form**, returning it to Charity.
- **Student, Parent and Employer Liability Agreement Form** and **Parental Contact Form** are the last pieces of paperwork which will be given to students. Requiring completion by students, parents and employers once completed and returned students placements are confirmed.



I hope this information is useful, please get in touch if you need further information or support.

Best wishes

Charity

01823 664201 ext. 222

chunt@courtfields.net



Example work experience letter template

(Your name)

(Address)

(Date)

[Employer's name]

[Address]

Dear Sir or Madam [or name],

I am a year 10 student from Court Fields School, studying [list of subjects].

I would like to enquire about a potential work experience placement at [company name], from Monday 3rd July to Friday 7th July 2023.

I am keen on gaining some practical work experience in [chosen field of work], because [reasoning for pursuing a placement with this specific company and field].

[Also include any relevant skills/attributes and any real-life examples that demonstrate your skills].

In my spare time, I like to [list relevant hobbies and interests], and have also had some experience in/am a member of [list any groups/clubs/other work experience].

As an enthusiastic student with a keen interest in what your organisation does, as well as a passion to progress within this industry, I would be very grateful to be considered for an opportunity at [company name].

I look forward to hearing from you soon.

Yours faithfully [or sincerely if you have used their name]