



ST JAMES'
CATHOLIC HIGH SCHOOL

Work Experience Information Evening

9th January 2020

When is Work Experience?

Thurs 9th– Wed 15th July 2020



What is Work Experience?

Work Experience is not....

- cheap labour
- a skive from school
- a holiday for your teacher
- a path to a sure job



Work Experience Options

EMPLOY PLACEMENT

SELF-PLACEMENT



Find out about:

- Hours of work
- Who you should report to on the first day
- What dress code is required
- Work out your travel arrangements



School Supervision

- You will receive a phone call from an allocated member of staff during this placement. If possible your teacher will be able to visit you during this time
- The member of staff will want to speak to you and your supervisor



What if....?

- You are ill. **PHONE PLACE OF WORK AND SCHOOL.** Explain your absence and when you expect to return. IT IS YOUR RESPONSIBILITY TO INFORM SCHOOL IF YOU ARE UNABLE TO ATTEND YOUR WORK EXPERIENCE PLACEMENT
- You have a problem with the placement. Speak to your supervisor. If it doesn't improve phone school to ask for advice.
- DO NOT ABANDON YOUR PLACEMENT



Important Dates

Work Experience runs from
Thursday 9th– Wed 15th July 2020

THESE DATES CANNOT BE CHANGED

**DEADLINE FOR ALL FORMS –
FRIDAY 27TH MARCH 2020**



Agreement

WORK EXPERIENCE PLACEMENT AGREEMENT

Please sign and return this form to:

St James' Catholic High School,
St James' Way,
Cheadle Hulme,
Cheshire |
SK8 6PZ

The Client (Student) and the Client's Undertaking

Student Name: _____ Form/Group: _____
Home Phone: _____ Mobile Phone: _____
School: St James' Catholic High School

I agree to undertake this work experience placement. I agree to keep confidential any information I gain about the Provider's lawful activities and not to disclose it to anyone without the Provider's permission. I agree to observe all safety, security and all other reasonable and lawful conditions made known to me by the Provider, the Provider's representative(s), displayed instructions or other written or verbal notices.

Signed: _____ Date: _____

The Parent's / Carer's Undertaking

I am a parent or carer of the young person ("The Client"). I have read and understood this form and any accompanying documents and agree to "The Client" undertaking this placement. I undertake that he/she will observe all lawful conditions applying to the placement. In the interests of "The Client" I confirm that:

- * He/she DOES NOT suffer from any medical condition which could result in an unnecessary risk to his/her safety or to the health or safety of another person. (Should you be in any doubt please consult the teacher responsible before signing this form).
- * He/she DOES have a medical condition which could result in an unnecessary risk to his/her safety or to the health or safety of another person. (Please delete as appropriate. Details: _____)
- * Please delete as appropriate.

Comments:

I agree to inform school and the placement, each day, if "The Client" is unable to attend the placement for any reason. I do not give my son/daughter permission to leave the employer's premises at lunchtime. Please delete as appropriate.

Signed: _____ Date: _____

Name: _____

The Agency and the Agency's Undertaking

Wolvo Solutions Ltd
Unit 9 Dalby Court
Cottonwood Park
Northwich
CW8 7TA
Phone: 01606 42823
www.wolvosolutions.com

As the agency responsible for co-ordinating this placement on behalf of the Client, the Provider and the School or College we undertake to liaise between the parties and to do everything we can to ensure that:
(1) the arrangements, paperwork and details of the placement are correct;
(2) that the placement provides the intended benefit to the client, the Provider and the School or College.

This form must be signed before work experience begins. If there is a problem, please contact the School.



The success of work experience is...

Down to you!

Approach it with enthusiasm and interest and it will be a worthwhile and challenging adventure

