

Dear Parents/Guardians

I am writing to you to tell you about the school's work experience programme. There is an optional period of work experience in the week, Monday 28th June to Friday 2nd July, 2010. This is a school organised work experience scheme and as such there are a number of obligations that the school and pupils on the scheme need to meet. These are outlined in Section One below. If the school's scheme does not meet your needs you may wish to read Section Two below.

Section One – School Work Experience Scheme.

A non-compulsory period of school work experience is scheduled for the Fifth Year starting on Monday 28th June and running until Friday 2nd July, 2010. This is the second to last week of term, so please consider your child's availability in this week carefully, as it is important that employers who are generous enough to offer placements are not let down at the last minute. The week is intended to give pupils a greater understanding of the world of work and the opportunity to work in an out-of-school environment. The scheme allows parents to find an employer that they think will suit their child. The school then prepares the pupil for the placement and organises a risk assessment of the employer. A debrief will also occur in school after the placement. Please be aware that it is not always possible to find a placement that matches a pupil's career aspirations. Indeed, risk assessment can limit the activities that a pupil can take part in. When approaching employers to ask for a placement please be aware that some occupations, such as psychology or some areas of medicine, will not be able to offer placements for reasons of confidentiality. The Police Force do not offer work experience placements, and placements with the Armed Services can prove difficult due to the issues around location.

School work experience placements need to be risk assessed to an appropriate standard and Pocklington School has an agreement with the North Yorkshire Business Education Partnership (NYBEP) for them to conduct our placement risk assessments for us. NYBEP operate in the York and North Yorkshire region and have agreed to check placements for us in both York and Pocklington, and any employer on the York-side of Pocklington, i.e. west of Pocklington.

There are other constraints on where pupils can be placed. They cannot be placed with an employer who has not been approved by NYBEP. Work experience guidelines do not allow pupils to undertake work experience in a placement run by a close relative and, similarly, pupils cannot do work experience in a placement where they are already in part-time employment. Parents are expected to inform the school of any medical conditions or any other details that may affect their child's suitability for a work experience placement. The school in turn has a duty to pass on any relevant information to the employer.

Any pupil wishing to take part in the school's work experience scheme will have to attend a series of preparation lessons in school in the summer term and a debrief session on Monday 5th July.

Pupils will be expected to make their own way to the placement and are required to work the employer's normal working hours. Travelling costs should also be taken into account when seeking a placement. In past years pupils who board have used the bus services to travel to their placement.

If you wish your child to take part in this year's work experience scheme please be aware that you should only approach employers in Pocklington, the region west of Pocklington or York as that is the

limit of where North Yorkshire Business Education Partnership can offer risk assessments. Once an employer has agreed to your son or daughter being on placement please complete the 'Pre-Placement Vetting Form' which you will find on the school website under http://www.pocklingtonschool.com/PS/PS_NEWS_EVENTS/ps_school_letters.htm and return it to Dr Farrar no later than Monday 22nd March 2010. Please also complete the 'Initial Parental Permission Form' and the 'Contract for Pupils' at the same web address and return them to Dr Farrar by Monday 22nd March. Dr Farrar will then liaise with NYBEP and let you know the result of the risk assessment. Preparation lessons will be arranged in the summer term and Monday 5th July will be used for a debrief session.

Section Two - Acting Independently of the School

We realise that through their own contacts many pupils and parents make their own arrangements to do voluntary or paid work in the holidays. Parents and pupils are at liberty to make their own arrangements during the holidays, and in this case they act outside the school's responsibility or liability. We are always interested to find that they have used their initiative in this way, and would welcome knowing what they have been involved in. All pupils' activities, in or out of school, prove to be of value in university applications or CVs, as well as in their personal development. However, as mentioned before, any voluntary or paid work undertaken by a pupil, that has not been arranged and approved by the school, is not classed as 'work experience' under this scheme and hence the arrangements are the responsibility of the parents.

Please retain this letter for your information. Should you have any immediate enquiries about any aspect of work experience, please contact me at the school.

Yours sincerely

Dr R Farrar
Work Experience Co-ordinator