



Bolingbroke
Academy

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University and Careers Success

Dear Parents / Carers,

We have a number of careers guidance activities planned throughout year 10 to support your child through the process of making Post 16 choices. A timeline is also included in this letter detailing activities throughout Year 10 and Year 11.

On Wednesday 10th February we have arranged for all Year 10 pupils to sit the Morrisby Online Assessment which is a combination of psychometric tests and questionnaires to give you and your child an idea of where their strengths and interests lie. This will be combined with a more subjective snapshot of their talents, motivations and work preferences. The programme will analyse all of this information and then present the results back in the form of an interactive website. You and your child can see the recommendations, find courses and investigate various careers in more detail. This is a useful tool to support work experience choices and can help making decisions for post 16 study. It is a tool used by some of the top schools in the country to provide pupils and parents / carers with personalised advice and guidance. Once a pupil has an account they can revisit the assessments at various points to inform their ongoing decision making about their future options.

We are currently planning work experience for all year 10 pupils which will take place at the beginning of term in September 2016. Pupils are encouraged to find their own placement, or as parents you may be able to source a suitable placement for your son/daughter. If your child has a strong idea of the career or university course they would like to pursue it is important that the work experience they undertake reflects this to support UCAS, college and apprenticeship applications.

Pupils will receive support during Civitas in the week beginning 22nd February in how to contact potential work experience placements but this may be something you want to pursue as a family over the half term break.

We hope you find this information useful. If you require any further information please contact Ms Robinson or Mr Speight.

Yours Sincerely,

Ms K. Robinson
Research and Development Leader

Bolingbroke Academy
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Information for Parents

What is Work Experience?

Work Experience is an opportunity for Year 11 pupils to spend one or two weeks with an employer in the workplace. It gives them an opportunity to gain experience within a business environment, learn new skills, gain confidence in their abilities, relate their learning to the workplace and help them make decisions about their future.

What are the Aims and Objectives?

Work Experience placements offer our pupils many benefits and learning opportunities:

- Employability and key skills: insights into skills and attitudes required by particular sectors and employers; and an opportunity to develop, practise and demonstrate key skills in a working setting, in particular, in working with others, communication and improving own learning and performance.
- Careers education and guidance: better understanding of changes in the world of work and the implications these have for their own careers.
- Personal and social development: development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills.

What does it involve?

The School delivers a full programme of preparation during Civitas from October of Year 10. This includes:

- Guidance in contacting to employers to find placements.
- Explanation of the School Work Experience procedures.
- Working through a preparation programme, which includes information on interview skills and Health and Safety.
- Completing a diary while on placement.
- Half day to attend interview with employer.

Civitas tutors will visit the pupil while on placement to monitor their progress and speak to the employer. In addition a half day reflection workshop is held when they come back from placement during which pupils evaluate their experiences.

Finding a placement

Pupils are encouraged to find their own placement, or as parents you may be able to source a suitable placement for your son/daughter.

Work experience placements will be checked by BEST the Wandsworth Education and Business Partnership for their suitability in terms of Health and Safety. Pupils will receive contracts directly from BEST which should be signed and returned to school as soon as possible.

These BEST inspections include checks on Insurance (all employers must have Employer's Liability Insurance without exception) and the Health, Safety and Welfare of the pupil. It is important that when organising an own placement you are satisfied the company has the correct insurance status and are aware of welfare issues for students under 16 years of age. i.e. Not being left alone with a single adult or travelling alone with a single adult.

Pupils wishing to place themselves must ensure that details are handed to Ms Robinson at the earliest opportunity so that any checks can be made. **The deadline for pupils finding their own placement and informing Ms Robinson is Friday 18th March.** The form attached to this information is required to be complete.

Pupils are encouraged to seek a two week placement but this is optional.

When the 'own placement' form is returned to the school, we will confirm the placement with the employer via a letter explaining the expectations we have of the pupil and the placement and giving details of the date arranged for a preliminary visit and interview

The pupil will still be expected to attend an interview on the day designated by the school and complete a Job Description form.

How you can help?

- Help your child find a replacement
- Sign and return the placement form promptly.
- Ensure that both the school and employer are notified if the pupil is unable to attend on the designated days.
- Inform us if any difficulties are experienced during the placement.
- Encourage the pupil to have a positive approach to the placement, even if it isn't quite what they expected.
- Ensure that they complete their diary while on placement.
- Ensure that they are wearing appropriate clothes for their placement.
- Look at this website for ideas: <https://successatschool.org/jobscourses/>

Key work experience dates:

Friday 18 th March	Deadline for the return of 'own placement' form
July 2016	Induction and interviews take place at the employer
Friday 26 th August	Check in meeting with Ms Robinson if doing optional week. In person or by telephone
Tuesday 30 th August to Friday 2 nd Sept	Optional week of work experience
Friday 2 nd September	Check in meeting with Ms Robinson in person or by telephone
Mon 5 th Sept to Friday 9 th Sept	Compulsory week of work experience

In order to ensure that the work experience for the class of 2019 is of the highest standard we have employed the support of BEST the Wandsworth Education and Business Partnership at a cost of £50 per pupil. BEST will complete all Health and Safety checks along with sourcing placements for pupils who do not find their own. There will be a fee charged to families to cover a percentage of this. Placements found by parents and pupils will pay a reduced fee.

The Morrisby Assessment will cost £30 with a 50% reduction for pupils in receipt of free school meals.

You child will receive:

- a lifetime log in to Morrisby Online so they can redo the assessment in the sixth form and beyond
- a 1-1 interview to help pupils analyse the report and complete the online plan
- a printed report

You can pay for the Morrisby Online Assessment via WisePay – go to the Bolingbroke Academy homepage www.arkbolingbrokeacademy.org and click the WisePay link at the top of the page, where you can log in.