



CARDINAL NEWMAN CATHOLIC SCHOOL

Work Experience Year 12 – Frequently asked questions (FAQ's)

What are the dates of work experience for Year 12?

Monday 17th July to Friday 21st July. Students will attend based on the hours agreed with the employer.

What do students need to do prior to starting the placement?

All students will complete a pastoral tutor session the week prior to work experience, which will give them the final information to prepare them for their work experience placement. Students will be provided with a work experience journal to complete whilst on their placement and they will be expected to bring it back to school in September 2023 to self-evaluate their placement.

Should students contact their placement prior to the work experience week?

Students will be asked to contact their work experience employer the week before they start to confirm the placement and ensure they have any final information to help them prepare for a successful placement (e.g. start time, who they report to, what they should wear, lunch arrangements). Students will have space in their journal to complete this information.

What should students do if they are ill during the week and too unwell to attend?

Parents should contact the school via the normal absence reporting mechanisms to inform us that their child is unwell and cannot attend. You should also contact the employer to inform them that your child will not be attending and when they are expected to return.

What should your child do if they are asked to complete an activity on their placement that they do not feel comfortable with?

Students should explain to the employer that they do not feel comfortable completing the activity. We would also encourage students to let us know, they can email Mrs Scanlon or Miss Mohan to explain the situation.

What should your child do if they do not feel safe on their placement?

All employers who host a child on placement have gone through pre-checks to ensure that the placement is safe. Again, if this does happen, students should contact Mrs Scanlon or Miss Mohan and inform us of the situation.



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Will my child be visited whilst they are on their placement?

All staff who teach Year 12 will be allocated a student to visit whilst they are on placement. The member of staff will either visit them face to face, via video call or over the telephone whilst the student is on placement. The staff member will contact the employer to arrange the meeting time. Students will be able to let the member of staff know how they are getting on and be able to discuss their experience.

How can I help my child to get the most out of their work experience placement?

Make sure they know:

- ✓ Where they are going and how to get there
- ✓ Who to ask for on arrival
- ✓ Start, finish and break times
- ✓ Arrangements for lunch, packed lunch/money
- ✓ What they should wear

During the placement, please ensure students:

- ✓ Attend their placement and are punctual
- ✓ Notify the school and employer if they are unable to attend
- ✓ Understand the goodwill of the employer and are realistic in what to expect
- ✓ Are encouraged to have a positive attitude
- ✓ Get plenty of sleep
- ✓ Talk about their day
- ✓ Complete their work experience journal each day

Key contacts:

Mrs Scanlon (Assistant Head and Work experience coordinator) sarah.scanlon@cncs.school

Miss Mohan (Head of Year 12) lucy.mohan@cncs.school