

Year 10 Student Work Experience Timeline 2019 to 2020		Notes
Date	Action	
Wednesday 9 th October 2019	Yr 10 Tutors, Students and Pastoral Team Briefed about Work Experience. 'Introduction' to Work Experience Workshop included in Year 10 Commemoration Day Enrichment programme.	Forms to follow on from the Enrichment Day and added to website week of 14 th October. Tutors and parents to encourage students to find placements in good time.
Monday 14 th October onwards - Letters and relevant 'forms' issued	Copies of letter, timeline, medical form and employer placement forms issued to students via form groups.	All documents placed on website for direct access. i.e. <i>Parent and Student Tab, Careers Education, Work Experience</i>
Wednesday 11 th December 2019	Tutor Review of Progress - Check on Self-Placements, all students to indicate if they can self-place / return completed forms accordingly. (<i>Return to Tutor or Main Reception</i>)	Check on the numbers and types of placements arranged. Placement forms back a.s.a.p.
Wednesday 12th February 2020 (Half-term)	Final Deadline for Self-Placement Forms – All placements confirmed and self- placement and medical forms logged.	Final deadline for all forms and placements confirmed
February to March 2020	A.M. Registrations - Work placement planning sessions for targeted students.	Support offered as appropriate.
Wednesday 1st April 2020	Staff Review and Check of Placement Details Re: Health and Safety	Final checks in place.
June 26 th 2020 Work Ex. Packs / Medical Updates	Employer and Student Guidance 'Packs' Issued. Final Medical checks.	Work Experience 'Packs' to contain advice, a support booklet and feedback forms.
July 13 th - July 17 th 2020	Work Experience Week	