

Year 10 Student Work Experience Timeline 2021 to 2022		Notes
Date	Action	
November 2021	Yr 10 Tutors, Students and Pastoral Team 'Briefed' about Work Experience. 'Introduction' to Work Experience – via Assembly, Tutor Input and Parent Information Letter/Forms	Tutors and parents to encourage students to find placements in good time.
November 2021 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>
Friday 10 th December 2021	Tutor Review of Progress – <u>Initial Check on Self-Placements.</u> All students to indicate if they can self-place & return completed forms accordingly. (<i>Return to Tutor or Main Reception</i>)	Check carried out on the numbers and types of placements arranged. Placement forms returned back a.s.a.p.
Friday 25th March 2022	Final Deadline for Self-Placement Forms – All placements confirmed and self- placement and medical forms logged. Forms returned to Tutor, Mr Roberts or main reception	Final deadline for all forms and placements confirmed
April to June 2022	Pastoral - Work placement planning sessions for targeted students.	Support offered as appropriate.
Friday May 20 th 2022	Staff Review and Check of Placement Details Re: Health and Safety	Final checks in place.
June 24 th 2022 Work Ex. Packs / Medical Updates	Employer and Student Guidance 'Packs' Issued. Final Medical checks and admin checks.	Work Experience 'Packs' sent out containing advice, a support booklet and feedback forms.
July 18 th - July 22 nd 2022	Work Experience Week	