

Dear Parent/ Carer,

We would like to give you some information regarding our Work Placement programme for S4 pupils. This year, our Work Placement programme will run from Monday 8th May till Friday 16th June 2017.

We will be offering pupils the opportunity to spend a block of time, preferably 2 weeks or more, on placement with the expectation that the student organises a placement that does not clash with his/her SQA exams or school trips that they are committed to. It is the responsibility of the student to check this information before requesting for a placement to be confirmed.

Pupils opting not to participate in our Work Placement programme will be required to attend school as described in the school calendar.

The **aims and objectives** of our Work Placement programme include:

- allowing pupils to obtain a wider awareness of the world of work as part of their general education,
- enabling learning experiences outside the classroom,
- increasing the economic understanding of pupils,
- helping pupils to decide on a career and industry, as jobs and workplaces are often different from what they imagine,
- allowing pupils to develop vital qualities and skills to help them develop their future career path (obtaining a place at college or university / starting an apprenticeship or their first job),
- enabling pupils to achieve SQA certification for their placement, if all paperwork is complete.

Students are encouraged to secure their own placement that is relevant to their future career aspirations. In addition, the value of a work placement is enhanced when pupils take as much responsibility as possible for planning and finding their own.

Pupils wishing to find their own placement must return the completed “self-found” form distributed to pupils today at our assembly (and also available on the school website) to Mrs. Downie or Mrs. Doran by Friday 24th February 2017.

Once the document is returned we can begin the process of risk assessing the placement. Once a placement has been agreed, pupils will participate in a preparation programme including considering employer expectations and agreeing success criteria for the placement.

In addition, if your child is participating in the Work Placement programme, you will receive a parental agreement form, usually in the term after Easter. This must be signed and returned before the placement begins.

As part of your child’s preparation for his/her placement, please encourage your son/daughter to discuss the placement and the expectations of employers with you. If you feel that any issue raised during these discussions may need to be followed up by the school, please do not hesitate to contact us.

While on placement your child will complete a log book in which they will reflect on the skills they are developing. On your child’s return to school, he/she will take part in a reflection and follow-up programme to enable him/her to apply their work related learning within the school environment. These will be used as evidence of the placement and may contribute towards an SQA qualification at national level if completed successfully.

Please be aware that we may need to share medical and other relevant information with your child’s work placement provider for health and safety reasons.

We hope that your child’s work placement will prove to be beneficial and enjoyable.

If you have any questions, please contact the school on (01324) 614614 and ask for Mrs. Downie or Mrs. Doran. Alternatively, you can email the school at: stmungohighschool@falkirk.gov.uk

Yours sincerely,

Mrs. Downie/Mrs. Doran

Principal Teacher (Work Placement Coordinator)

St. Mungo’s RC High School, Falkirk