



Mount Grace School
Committed to Excellence

3 November 2011

Dear Parents/Guardians

Work Experience 26th – 30th March 2012 – What Next?

At the end of March our students will be embarking upon their week of work experience and the process to match our students to work placements starts now.

There are two types of placement available to your child:

Block Placements

These placements are pre-arranged work placements in Hertfordshire provided by the Hertfordshire Careers Service Limited and booked through their WebView system. A login and PIN is provided for each student to search through the jobs available and make up to six selections. We endeavour to give students their first choices but cannot guarantee this.

Private Placements

If you wish to arrange your own placement with family, friends or someone you know, please use the private placement form attached to this letter. Only requests submitted on this form can be processed and need to be returned to us before **16th December 2011**, as these placements will need to be vetted by our health & safety providers. If you are approaching a company outside of Hertfordshire it is very important you return the completed form as soon as possible – the health & safety checks are undertaken by the appropriate local authority and are therefore outside of our control.

Please note there is an £80 late payment fee charged by HCS Ltd for private placement forms received past this deadline – this fee would be passed on to you.

In this pack we enclose the login details and PINs for your child to use the WebView system. We also enclose a letter from Hertfordshire Careers Services with details of their service with a copy of the student guidelines, which give you a step-by-step guide to using the Webview site and selecting placements. On the website there are also presentations available for parents and students to view online, and you can also download private placement forms directly from the website should you need to. If your child does make selections from the website while they are looking for a private placement, please let us know so we don't go ahead and try to book their web selections until they are ready.

Mount Grace School
Church Road, Potters Bar, Hertfordshire EN6 1EZ

T 01707 655512
F 01707 621298
E admin@mountgrace.herts.sch.uk
W www.mountgrace.org.uk

Headteacher: **Peter Baker**



Specialist Schools Trust
EXCELLENCE AND DIVERSITY

As part of the government scheme to synchronise the work experience system across the UK we are now requested to give employers any information of medical/special needs relating to the student on the work experience placement that may be useful to employers. If you have any concerns you would like to share with the employers please fill out form the Medical and Consent Form in the pack and return it to the school as soon as possible so we can alert our employers in plenty of time for them to assess any risks.

We also send out updates and further information via parental emails, if you are not sure if we have your details and you would like to be included in our updates, please send an email to woottend@mountgrace.herts.sch.uk with the words "Year 10 Parent Distribution" in the header and your child's name in the text and we will put you on our email updates list.

If you have any queries or need any extra forms or advice please don't hesitate to contact us on 01707 655512, ext 262 and we will do our best to help you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N Simpson'.

Ms N Simpson
Director of Applied Learning
Assistant Headteacher

Enc:

Login and PIN
Private Placement Form
Medical and Consent Form
Herts Careers Services Ltd letter and guidelines

WORK EXPERIENCE REFERRAL REQUEST

To be completed when a Work Experience placement is arranged by student, parent, school, etc.

SCHOOL: _____ WORK EXP. DATE: _____
 PROGRAMME TITLE: _____

SECTION 1A: To be completed by the student/school in CAPITALS & BLACK INK (Please ensure employer knows the date(s) of Work Experience)			
STUDENT'S NAME:	D.O.B.:	YEAR GROUP:	(at date of Work Exp.)
SECTION 1B: To be completed by the employer in CAPITALS & BLACK INK			
EMPLOYER/organisation:	Contact in company:		
Employer's address:	Contact's position:		
	Tel & Fax:	Mob:	
	Web/Email:		
Main business of company/organisation:	Post-code:		
Work Experience Job Title:			
Work Experience Activities:			
Is employer address where the work experience will take place? <input type="checkbox"/> if YES go to section 2 <input type="checkbox"/> if NO please give details below			

SECTION 2: To be completed by the EMPLOYER / ORGANISATION providing Work Experience	
Are you part of HCS Careers Ltd Work Experience scheme?:	
<input type="checkbox"/> YES	If YES - then go straight to Section 3.
<input type="checkbox"/> NO	If NO - then please complete all of Sections 2 & 3.
<ul style="list-style-type: none"> • Employers offering Work Experience placements are required to be visited by a representative of HCS Careers Ltd or an alternative approved agency to assess the suitability of the placement. The visit will cover insurances, Health & Safety, placement content and working practices in accordance with the Health & Safety Procurement Standards outlined by the DfE (Dept for Education). • INSURANCE - Employers Liability insurance cover and Public Liability insurance cover are legal requirements for Work Experience. We regret we are unable to take up offers of Work Experience from organisations without such cover. • I confirm I am happy to undergo a placement assessment visit <input type="checkbox"/> YES <input type="checkbox"/> NO (if No, placement will be failed and will not be able to go ahead) • HCS Staff will endeavour to secure a visit but due to time constraints if after 5 attempts we have been unsuccessful, we will relay this back to the school/student to deal with 	
Name of your EMPLOYERS LIABILITY insurance provider: _____	
Cover Amount: £	Policy no: _____ Expiry date: _____
Do you have valid PUBLIC LIABILITY insurance cover?:	<input type="checkbox"/> YES - Cover Amount £ <input type="checkbox"/> NO
Are your premises registered with either of the following?:	<input type="checkbox"/> Health & Safety Executive <input type="checkbox"/> Local authority
Do you have 5 or more employees (inc. Work Experience student)?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES (a): Do you have a written Health & Safety Policy and arrangements?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
(b): Do you have written Risk Assessments?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
(c): Do you have Young Persons Risk Assessments?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a "One-person business"?:	<input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION 3: Please confirm your offer of a Work Experience placement (a <i>MANAGER</i> or <i>SUPERVISOR</i> should sign below):	
For & on behalf of: (print company) _____	
Signed: _____	Position: _____
Print name: _____	Date: _____
Would you be happy to offer placements to other schools? <input type="checkbox"/> YES <input type="checkbox"/> NO	

MOUNT GRACE SCHOOL

Tel: 01707 65512
Fax: 01707 621298
E-mail: admin@mountgrace.herts.sch.uk
Web: www.mountgrace.org.uk



Church Road
Potters Bar
Hertfordshire
EN6 1EZ

MEDICAL AND CONSENT FORM

Please complete ALL sections and return to School as soon as possible

WORK EXPERIENCE

26th – 30th March 2012

PUPIL INFORMATION:

SURNAME: FIRST NAMES:

FORM: ADDRESS:

DATE OF BIRTH: TELEPHONE (Home) DAYTIME CONTACT

DOCTOR'S NAME:

TELEPHONE No:

ALTERNATIVE CONTACT PERSON

NAME:

TELEPHONE NO:

Does your child suffer from any of the following (please delete as appropriate). If YES, please indicate any medication that is usually prescribed.

<u>AILMENT</u>	<u>YES / NO</u>	<u>IF YES</u> , details of medication / treatment and any relevant information
Hay Fever	YES / NO
Migraine	YES / NO
Travel Sickness	YES / NO
Asthma	YES / NO
Epilepsy	YES / NO
Diabetes	YES / NO
Fainting Attacks	YES / NO

TETANUS Has your child been immunised? YES / NO YEAR

ALLERGIES

a) Dust	YES / NO	d) Insect Stings	YES / NO	g) Any others	YES / NO
b) Nettle Rash	YES / NO	e) Penicillin	YES / NO	<i>(If YES, see below)</i>	
c) Elastoplast	YES / NO	f) Food Allergies	YES / NO		

ANY OTHERS (Please indicate)

PLEASE NOTE

PARENTS CAN PROVIDE PUPILS WITH A PACKED LUNCH & A DRINK OR MONEY TO PURCHASE REFRESHMENTS WHILE ON PLACEMENT

STUDENTS WILL BE EXPECTED TO WEAR 'BUSINESS CLOTHES' TO THE INITIAL INTERVIEW AND APPROPRIATE CLOTHING FOR THEIR PLACEMENT. THIS SHOULD BE AGREED IN ADVANCE WITH THE PLACEMENT SUPERVISOR

- I have read the information about the proposed visit and I agree to my child taking part in the Work Experience activities included in the school's letter. I declare my child fit enough to undertake these activities. I have declared any medical concerns on this form.
- I consent to the staff in charge giving written permission for any hospital treatment, including transfusion or operation if a delay in requesting my consent would hinder the child's progress.
- Pupils will be required to make their way to and from their Work Placement.

Signed by Parent / Guardian..... Date



3 November 2011

Dear Parent

HCS is currently working with Mount Grace School to secure placements for their work experience programme for Year 10 students on the week commencing 26th March 2012 and I am writing to ask for your support in helping your child get the best possible opportunity of their choice.

Students and parents are able to use our on-line booking system, 'Webview', to help find placements from anywhere in the County but inevitably we are not able to please every student with a placement of their choice in their local vicinity. With this in mind, I would ask you to encourage your child to think about undertaking a placement further afield in an area where you may easily be able to provide transport to and from, especially if you work outside your locality. Working in a different town offers the chance to appreciate new opportunities not available locally and extends the choices available.

'Webview' also has the facility to plan the journey and method of public transport to reach a given destination. As part of their development, this is a positive experience that is valuable for the future since it supports the development of the skills and discipline they will need when organising transport to get to college or work and makes the work experience more 'real'.

We also like to encourage students to find their own placements as this enriches the learning experience, provides valuable insight into job search and develops confidence. If you are able to support them by helping find a suitable placement, referral request forms are available from the Work Experience Co-ordinator in the School.

I would also like to ask for your support in identifying suitable employers who may be interested in helping young people by offering placements and becoming part of the work experience scheme. Please forward their contact details to the Work Experience Co-ordinator in the School.

Thank you in anticipation of your support and if you have any queries concerning any of the above, then please do not hesitate to contact me.

Yours faithfully

Hertfordshire Careers Service

Overleaf – student guidelines



WebView Student Guidelines

WebView is an online booking system that lets you look and apply for work experience placements. It also has a journey planner to help your figure out how to get to your placement.

Your teacher will already have gone through WebView with you using a PowerPoint presentation. These guidelines will act as a refresher when you next logon.

- 1 Log onto: <http://hcs.learnaboutwork.net>
- 2 Click on: 'Student'
- 3 School: select your school from the drop down list
Name: type in the user name given to you by your teacher
PIN: type in the code given to you by your teacher
Click on: 'Login'
- 4 Click on: 'Search' (at the top of the screen)
- 5 The job categories you will see are the same as those in your careers library
Click on: a job category you want to search in for placements (if you are not sure which category to search in, ask your teachers or look in your careers library)
- 6 Click on: an area of the map that you can easily travel to for your placement. You will then see a list of placements to choose from
Green = areas that have placements available
Grey = areas that do not have placements available
- 7 Click on: 'View' to find out more about each placement
- 8 Click on: 'Return to job list' or 'New search' until you find a placement you like
Click on: 'Add selections' when you have found a placement you like
You will then need to re-enter your 'PIN No.'

- 9 The 'My Placement Details' page lists all of the placements you have chosen. You can choose up to 6 and a minimum of 3 placements. Use the 'Choice' column to rank them in order of preference, but be prepared to go to any of the placements you choose
Click on: 'Intalink' to plan your route to each placement (make a note of the postcodes of the placements you have chosen first of all)
- 10 Click on: 'Plan Your Journey'
- 11 Click on: 'Traveline Logo'
In the 'From' section, enter your home postcode in the 'Location Name' box
In the 'To' section, enter the placement postcode in the 'Location Name' box
- 12 You will then need to enter the date and time that you want to arrive at your destination using the drop down arrows
- 13 At the bottom of the screen, it gives you a number of different options on how to get to your placement. Select your choices or leave as they are.
Click on: 'Submit'
- 14 This screen shows your options with details of bus stops and bus/train times
Click on: 'Details' to get a breakdown or scroll down for breakdown details for each option
- 15 Click on: 'Route Map'/'Local Map' buttons to see the exact location of any point
Click on: 'Timetable' to see times of bus/train
Click on: 'Print' to print details
Close the window when you have finished by clicking on the 'x' in the top right hand corner
- 16 Click on: 'Submit' when you have finished making your selections and choices in preference order. You will not be able to change your choices once you have clicked on 'Submit'
Click on: 'Log Out'