

A Parent/Carer Guide to

Laurence Jackson School's Work Experience Programme



Monday 6 July – Friday 10 July 2026

Information in this handbook

- Introduction
- Aims of work experience
- Roles and responsibilities
- Finding a placement
- Health, safety and safeguarding
- Preparation and expectations
- During the placement
- After the placement
- Frequently asked questions

Contact information

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School Telephone: 01287 636361

Website: [Careers Education Programme - Laurence Jackson](#)

Introduction

Welcome to the Laurence Jackson School Work Experience Programme!

Work Experience is an exciting and important part of our career education, designed to help students gain a real insight into the world of work.

Over the coming months, your child will take part in a structured programme to prepare them for a 5-day work placement. This opportunity allows them to:

- Experience a professional environment
- Develop key employability skills such as teamwork, communication, and reliability
- Build confidence and independence
- Start thinking about future career pathways

Work Experience is a compulsory element of our Careers, Education, Information, Advice and Guidance (CEIAG) programme and supports Gatsby Benchmark 6: *Experiences of the Workplace*.

Key dates and timeline



Date	Stage	Actions
Oct 2025	Launch	The Work Experience Programme is launched to students in an assembly
Oct/Nov 2025	Completion of initial interest form	Students complete the FORM A, indicating the type of placement they are looking to secure. The deadline for students to complete this is Monday 20th October 2025 .
Nov 25 – Mar 2026	Placement seeking	Student source their placement (in writing/telephone call/meeting etc) and give a FORM B to their Placement Supervisor to complete. FORM B is to be signed by the student to agree to the placement expectations and by a parent / carer to approve the placement. The completed FORM B is required to be returned to Miss Mitchinson by Friday 13 March 2026
Apr – May 2026	Suitability checks by school	Suitability and insurance checks of the placement are carried out by school. School begins to confirm placements. You will know this placement is complete when your child receives a letter confirming their placement.
June 2026	Confirmation of placement	Students are provided with their placement information regarding aspects such as travel arrangements, start / end time, lunch arrangements, uniform / PPE required. Students are issued with their Work Placement Diary. Students begin their placement preparation by providing their employer with any necessary information, e.g. introductory letter, CV and / or interview. All students must contact their employer prior to their placement to confirm their attendance.
Mon 6 July 2026	Work placement begins	The Work Experience Programme begins. Work Experience Diaries are completed throughout the week and students MUST ensure a reference from their employer is provided.
Fri 10 July 2026	Work placement ends	The Work Experience Programme concludes. Students hand in their Diary to the Careers Office.
Mon 13 July 2026 onwards	Awards	Work Experience Programme Certificated and the Annual Work Experience Award are presented.
Parents/carers will receive periodic updates from the Careers Team at each stage.		

Aims of Work Experience



Work Experience is designed to:

- Help students understand how businesses operate
- Improve employability skills including communication, time management, and initiative
- Develop confidence and maturity
- Link classroom learning to real-life contexts
- Encourage students to explore potential career areas

Even if the placement isn't directly linked to your child's future ambitions, every experience provides valuable skills and insights.

Roles and responsibilities

School Responsibilities

- Ensure all placements meet safeguarding and health & safety requirements
- Provide support and guidance to students and families throughout the process
- Maintain communication with employers during placements
- Confirm that each student has parental/carers consent

Student Responsibilities

- Take ownership of finding and securing a placement (with support where necessary)
- Complete required forms on time
- Maintain excellent attendance, punctuality, and conduct while on placement
- Adhere to all health and safety requirements of the placement and school
- Represent Laurence Jackson School positively

Parent/Carer Responsibilities



- Encourage and support your child in researching and contacting employers
- Help with travel arrangements to and from the placement
- Notify the school immediately if your child is ill or unable to attend
- Support your child to reflect on their experience afterwards

Finding a placement

Students must **source their own placement** — this helps build independence and initiative.

As a parent/carers, you can help by:

- Discussing your child's interests and strengths
- Helping them identify suitable organisations locally
- Supporting them in making phone calls or sending enquiry emails



Tips for Finding a Placement

- Use family, friends, and community contacts
- Explore local businesses or online directories
- Encourage your child to think broadly – all experiences are valuable!

Sample Employer Enquiry Email

Dear [Employer Name],

I am a Year 10 student from Laurence Jackson School and I am looking for a one-week work experience placement from Monday 6th – Friday 10th July 2026. I am very interested in learning more about [sector/role] and would appreciate the opportunity to gain some experience in your organisation.

Please let me know if this could be possible.

Kind regards,
[Student Name]

Health, safety and safeguarding



All placements undergo checks to ensure a safe environment for your child.

- Employers are required to have appropriate insurance in place.
- Staff from school will be in contact with employers before and during the placement.
- Any safeguarding concerns must be reported to the school immediately.

What You Can Do to Support Safety

You play a vital role in helping your child stay safe during their placement. Here are some key steps you can take:

- **Check the placement details carefully.** Make sure you have the full address, supervisor's name, and contact number.

- **Talk to your child** about how to stay safe — including what to do if they feel uncomfortable, unsafe, or unsure about something.
- **Ensure travel safety.** Help plan their journey to and from the placement and check that they can get there safely, especially if using public transport.
- **Encourage appropriate behaviour.** Remind your child that they are representing both themselves and the school, and should act respectfully and professionally.
- **Confirm supervision arrangements.** Ensure that your child will be supervised by an appropriate adult at all times during the placement.
- **Check clothing and PPE.** Make sure your child knows what to wear (and has suitable footwear or protective equipment if required).
- **Keep communication open.** Encourage them to speak to you, their supervisor, or the school immediately if something doesn't feel right.

What to Do if You Have Concerns

If at any point you are worried about your child's safety, contact:

- The **placement supervisor** directly, and/or
- Mrs C Tomey, Assistant Headteacher at Laurence Jackson School via 01287 636361

If your child is unwell, please inform both the employer and the school that morning.

Preparation and expectations

Encourage your child to prepare by:

- Researching the organisation before starting
- Planning travel routes and timings in advance
- Understanding expected dress code and behaviour standards
- Preparing questions they can ask during their placement

Checklist Before Starting

- ☒ Placement confirmed with contact details
- ☒ Travel route planned
- ☒ Dress code understood
- ☒ Emergency contact saved
- ☒ Daily start and finish times confirmed

During the placement

Throughout the week, students are expected to:

- Be punctual, polite, and professional

- Follow all safety rules and instructions
- Ask questions and show enthusiasm
- Keep a daily log of what they learn
- Complete a work experience diary (provided by school prior to the placement commencing)

Parents/carers can support by:

- Checking in each evening about how the day went
- Helping your child reflect on what went well and what they learned
- Contacting school if any concerns arise

After the placement

After completing their placement, students will:

- Complete an evaluation form reflecting on their experience
- Share their Work Experience Diary with Miss Mitchinson
- Use their experience to support future CV writing and personal statements

Frequently asked questions



Q: What if my child can't find a placement?

A: Encourage them to broaden their search. The Careers Team can help with alternative options.

Q: Can my child work with a family member?

A: Yes, as long as the placement meets health and safety and safeguarding requirements.

Q: Is the placement insured?

A: Yes, all approved placements are checked for appropriate insurance cover.

Q: What if my child is ill during the placement?

A: Inform both the employer and the school as soon as possible.

Q: How should my child travel to and from their placement?

A: Students and families are responsible for arranging travel. It's a good idea to do a trial journey beforehand to ensure your child can arrive on time.

Q: Does my child need to wear specific clothing or equipment?

A: This depends on the placement. The employer will inform your child of any dress code, uniform, or safety equipment required. Please ensure they are dressed appropriately and safely.

Q: Who should my child contact on their first day?

A: The placement confirmation form includes the name and contact details of their workplace supervisor. Encourage your child to keep this information safe and to arrive promptly.

Q: What hours will my child work?

A: Working hours are agreed in advance between the school, employer, and family. They should be reasonable and comply with child employment laws.

Q: How will the school monitor placements?

A: Staff will contact employers during the week and may visit some placements to check progress and welfare.

Q: Can my child change placement once it's confirmed?

A: Changes are discouraged unless absolutely necessary. Any change must be discussed and approved by the Careers Office.

Q: What if there are concerns about safety or wellbeing at the placement?

A: Your child should contact the school immediately. Safety and wellbeing are the highest priority.