



10<sup>th</sup> January 2025

### For Information - Pupils & parents in S3 Work Experience

#### Rationale

At Kelso High School, we are excited to be able to reinstate our week-long work experience opportunity for students at the end of S3. Over the years, many of our senior students have participated in work placement opportunities as part of their senior phase curriculum, however some cannot do this based on timetable constraints. Therefore, we want to ensure no young person misses out on this valuable life experience and are looking to facilitate this for all our students before they turn 16.

We believe positive participation in this opportunity would be recommended for the following reasons:

- **Raise awareness** of job opportunities and career pathways
- **Develop our students employability skills** and equip them with the correct attitude, skills and knowledge for the world of work.
- **Increase our students understanding of industry and the local labour market** through real-life work placement opportunities
- **Help our students achieve a sustained positive destination** after they leave education.

#### Forward Planning

There are many steps that must be completed before a young person can attend their placement. This can take several weeks and we must ensure everything runs as smoothly as possible, therefore a commitment from both the young person and their family is essential to this being successful. If the appropriate paperwork is not completed, the young person will not be allowed to attend.

All pupils in S3 have an opportunity to take part for a maximum of **one week**. Pupils will be in school and completing S4 induction tasks for their new senior phase timetables on the alternative week they are not in school.

Dates to choose from:

- **12<sup>th</sup> May – 16<sup>th</sup> May 2025**
- **19<sup>th</sup> May – 23<sup>rd</sup> May 2025**

[www.kelsohighschool.org.uk](http://www.kelsohighschool.org.uk)

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## First Steps

Tasks	
	Think about the business or type of experience you would like to gain an insight from. Remember, you don't just have to stick to the Kelso area, if you are able to travel, you can go beyond our school catchment area!
	Research the business, if they have a website or are on social media.
	Approach them by a visit, email or phone call and say why you would like to do your work experience with them, including making them aware of the possible dates. Make sure you tell them a little bit about yourself and why you are interested!
	Confirm they will be able to host you on your chosen week and complete the return slip below by <b>31<sup>st</sup> January 2025</b> . Think about how you would be able to get there (e.g. public bus, family member, walk/cycle)

Once this initial step has been done, staff within school will help to record where you intend to go. We must ensure all placement information is recorded formally on a national system called 'Work It'.

To help ensure we can support the young person to complete this, pupils must have access to the following information:





- Main contact name and job post (of who they have been speaking with)
- Main contact phone number (mobile or landline)
- Email address of business or main contact
- Address of where the placement will take place
- Hours the business can accommodate the young person (if different from normal school hours)
- How they plan to travel to and from the work placement. We cannot provide any transport apart from the normal bus travel in & out of Kelso that is provided by SBC school transport service (if a child is eligible for this).

As with all school events, each child must ensure they will be able to demonstrate our school values and adhere to company health & safety guidelines. Prior planning will take place during PSE to enable each pupil to understand why this is important. Any pupil who is unable to follow this will not be permitted to attend and must remain within school.



All pupils will be sent registration information, via a welcome email. Pupils will be able to access this via their iPad. A reminder will be shared when this has been sent.  
Miss Roden will be carrying out class information sessions on 13/01/25 also.

### Support Available

	<p align="center"><b>Work It (once you have followed the registration process)</b></p> <p align="center"><a href="https://www.workit.info/">https://www.workit.info/</a></p> <p>Once you have decided on the type of placement you would like, you can search to see what placements are available using the 'Find a Placement' tile. You can narrow down your search by completing the categories below in the search panel:</p> <ul style="list-style-type: none"> <li>• Career area</li> <li>• Provider (Company /Employer) name</li> <li>• Town</li> <li>• Key words e.g. admin</li> </ul>
	<p align="center"><b>Close Connections – people who know you well!</b></p> <p>Your family may be able to help identify known local businesses or have family contacts who they could help you speak to. They may be able to offer suggestions of things you may be good at, especially if you are unsure what you want to do in the future.</p> <p>Older siblings may have taken part in work experience and have some positive experiences they could recommend.</p>
	<p align="center"><b>Developing the Young Workforce Co-ordinator</b> <b>Stacey Ballantyne</b></p> <p>Stacey has a database of employers who come in and support classes within school. She may be able to help support when trying to make contact if you have been struggling.</p>
	<p align="center"><b>School Staff</b></p> <p>Your teachers may already be working with some local businesses, in enhancing the school curriculum. Don't be afraid to ask their advice and expertise</p>

**Return Slip**  
**Please hand in to the school office by 31<sup>st</sup> January 2025**

Pupil Name: \_\_\_\_\_

Register class: \_\_\_\_\_

Area of career interest (e.g. farming, music, healthcare) \_\_\_\_\_

Name of business/experience: \_\_\_\_\_

Response / Preferred week (please circle) :

**12<sup>th</sup> May – 16<sup>th</sup> May 2025**

**19<sup>th</sup> May – 23<sup>rd</sup> May 2025**

**My child does not want to participate and will remain in school during this time**

If you believe you or your child may need help with this process or have any questions, please direct these in the first instance to Miss Roden.

Emma Roden

Work Placement Co-Ordinator

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