

Welcome to Greenford High School





Work Experience and Careers Information Evening

Mrs Phull
Assistant Head and Careers Lead

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Ready. Respectful. Safe



Agenda



Objectives

1. Welcome
2. Before the placement
3. During the placement
4. After the placement

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COMMUNITY COMPASSION COURAGE RESPONSIBILITY RESILIENCE



Before the Placement

1. Know where your child is going
 - Organisation
 - Address
 - Contact Person
 - Contact number
2. What are the working hours?
 - Your child may start and finish later than the school day
3. How will they get there?
 - Public Transport
 - Parent dropping off-check any parking restrictions



COMMUNITY COMPASSION COURAGE RESPONSIBILITY RESILIENCE



Before the Placement



3. Dress code:

- Check what the dress code- some days may be more formal than others

4. Lunch arrangements

- Is there a canteen?
- Does your child need a packed lunch?
- Does the placement use cash or is it cashless?

5. Is there anything your child needs to know before starting the placement?

- Health and safety policies
- Information about the company- researching beforehand shows initiative and interest

COMMUNITY COMPASSION COURAGE RESPONSIBILITY RESILIENCE



Punctuality and Attendance



1. Students need to ensure they arrive ahead of time. If they are going to be late, inform their mentor (please note, if this is a regular occurrence, some work placements can be terminated,
1. If a student is unwell and cannot attend their placement, they must inform their mentor of their absence and parents must inform the school before 8:30am
1. If a student's placement comes to an end before Friday 3rd July, students are expected to be in school and will follow their usual school timetable
1. Please can parents check with their child that they have arrived safely to their placements
1. Where students have been given a placement by EDT, the school will send reminder texts about reporting absences

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COMMUNITY COMPASSION COURAGE RESPONSIBILITY RESILIENCE



During the Placement



1. Ensure you listen and follow instructions of all staff you are in contact with
1. Ensure you ask questions if you are unsure of anything
1. Show an interest
1. Use initiative and have a 'can-do' attitude
1. Remember your manners

COMMUNITY COMPASSION COURAGE RESPONSIBILITY RESILIENCE



During the Placement

6. If there are any concerns let your supervisor know in the first instance, they can help to resolve this
7. If you are worried, please contact your form tutor, Year team, Careers team or our safeguarding team know
8. Complete your Work Experience booklet as you progress through the week- reflect upon what you have learnt each day
9. Remember you are there to gain experience and you may be doing some tasks that are not as engaging as possible- but this is the world of work



COMMUNITY COMPASSION COURAGE RESPONSIBILITY RESILIENCE



Safeguarding



Gurvinder Nayyar

Assistant Headteacher of
Inclusion & Designated
Safe-guarding Lead

Location: AF08

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Niloo Adhami

Deputy Designated Safe-
guarding Lead and
Mental Health Lead

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Rav Dhindsa

Assistant headteacher of
Behaviour & Child
Protection Officer

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Monika Sierkowska

CP Officer &
Administration

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Angela Thomas

CP Officer & CLA
Coordinator

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COMMUNITY COMPASSION COURAGE RESPONSIBILITY RESILIENCE



At the End of the Placement



1. Thank your mentor and managers for the opportunities you have had
2. Refer to the 'Thanking Your Employer' section at the back of the booklet and email your mentor
3. Refer to the 'Employer Reference' section in the booklet to ask your employer to provide a reference. It is important to do this on the last day or a few days after placement as they can forget the students
4. Reflect on your experience and think about the soft skills that you have used, how can you develop these further?

COMMUNITY COMPASSION COURAGE RESPONSIBILITY RESILIENCE



Career Guidance Meeting

Independent & Impartial Guidance, Advice & Information

When: Summer Yr. 10 to end of Yr. 11

Where: In School – 3.5 Days per Week.

Career Guidance Adviser – Clare Rodway, Connexions Ealing

Email: crodway@greenford.ealing.sch.uk

- Each student receives a 1-2-1 career guidance meeting.
- Guidance Action Plan with Agreed Actions to enable informed decision making.
- Parents/Carers receive AP to support application to P16 options.
- P16 Options Booklet sent to students/home at start of Yr. 11
- Students with additional support needs will be offered at least 2 meetings including the presence of parent/carer.
- Clare Rodway – Available for contact via email and can arrange a telephone call.
- Yr. 11 Parents Evening – Available for appts

What to Expect - Career Guidance Meeting?

Impartial & Independent Career Guidance, Advice & Info

- Explore strengths & skills, helping decide P16 options linked to subjects, career/ job ideas & interests.
- Explore likes & dislikes, challenges & work exp.
- **Unifrog Career Platform** [Unifrog Careers Info & Advice](#)
- Identify post 16 options available in local area.
- **GHS 6th Form - Courses & Entry Requirements**

[Greenford High School - Courses and Entry Requirements](#)

- Explore GCSE learning and Independent Study Skills
- Process of apprenticeship job search and application
- Agree real time-based Actions for Post 16 Planning
- Receive Action Plan & Post 16 Options Booklet

Checklist - Autumn Term

- Identify - Post 16 Options & Location - Check Level & Type of Courses -
- Read Course Info & Entry Req. - Attend Open Evenings
- Submit Applications Online

Thank you for attending, if there are questions, staff are here to support

