



# 1. Our school aims

*Our Vision*

*To ensure a **confident**,*

***nurturing** and*

***inclusive** learning community*

*where **all achieve** their true potential & embrace life's challenges.*

Our aims this  
year:

Achievement  
Qualifications





Our aims this  
year:  
Wellbeing





Our aims this  
year:

Leading  
&  
Learning



# Leading yourself: Why do S4 Work Experience?



- Get experience
- Help choose what you do next
- Improve skills
- See the adult world
- Challenge yourself
- Applications and interviews



# Leading yourself: S4 Work Experience



Aim:

- All students to get a work experience
- Summer term
- PSE lessons to prepare.

Find a placement:

**1. Self Found Placements**

**2. Online placements**

**3. Ask for help:** *Mr McIlwaine, Ms Duncan, Cara Davidson, Fran Simpson*

Deadline for applications Friday 10<sup>th</sup> **February.**

**Speakers for Schools** [Work Experience – Speakers for Schools](#)

# Online work experience



## SPEAKERS for schools



Unleash your coding hero!  
(10am - 3pm)

Employer: Kainos  
Age: 14-19  
Industry: Computing & IT  
Date: 29/11/2022  
Timings: 10:00 - 15:00

[Read more](#)



Connected Careers - Skills  
to Succeed in the World of  
Work (10.00am-2.30pm)

Employer: Tobermore  
Concrete Ltd  
Age: 16-19  
Industry: Manufacturing  
Date: 30/11/2022  
Timings: 10:00 - 14:30

[Read more](#)



Apprenticeships At Bentley

Employer: Bentley Motors  
Age: 14-18  
Industry: Automotive  
Date: 30/11/2022  
Timings: 09:30 - 12:30

[Read more](#)

HaworthTompkins

Architecture Q&A (send your  
questions about architecture  
and design)

Employer: Haworth  
Tompkins  
Age: 16-19  
Industry: Architecture  
Date: 30/11/2022  
Timings: 16:00 - 17:30



How to build a Green Career  
in Construction! (10am-  
12pm)

Employer: GRAHAM  
Age: 14-19  
Industry: Construction  
Date: 02/12/2022  
Timings: 10:00 - 12:00



Insight Day with Santander  
WE Initiate - 10:00 - 1:30 pm


Employer: Santander  
Age: 14-19  
Industry: Banking  
Date: 05/12/2022  
Timings: 10:00 - 13:30



# Work experience Booklet

- You will have access to a work experience booklet
- This contains information on **how to contact** companies, **what to email** or say and what to do on your **first day**
- It is important to take all the support you are given – look at the booklet , listen in P.S.E , ask for further help if required

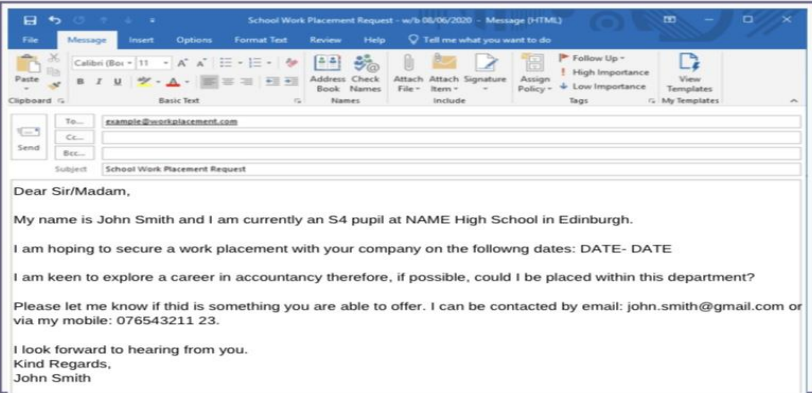
## EMAILING A WORK PLACEMENT



When sending an initial e-mail it is important to include all the key information and questions you may have. At this point you are exploring the possibility of the company/organisation being able to accommodate your request.

Before sending an e-mail it is a good idea to check your e-mail address is appropriate e.g.

fortnitefanatic@gmail.com ✗	carlybabyxox@hotmail.com ✗
john.smith@gmail.com ✓	carly_lewis@hotmail.com ✓



Dear Sir/Madam,

My name is John Smith and I am currently an S4 pupil at NAME High School in Edinburgh.

I am hoping to secure a work placement with your company on the following dates: DATE- DATE

I am keen to explore a career in accountancy therefore, if possible, could I be placed within this department?

Please let me know if this is something you are able to offer. I can be contacted by email: john.smith@gmail.com or via my mobile: 076543211 23.

I look forward to hearing from you.

Kind Regards,  
John Smith

## WHAT TO DO AFTER A WORK PLACEMENT

### What can I get out of my placement?

- **You will** be able to identify skills you have learned at school and how they relate to the world of work
- **You will** be able to apply the skills you have learned at school during your work placement
- **You will** be able to demonstrate the skills, attributes and behaviours needed to sustain and progress your career
- **You will** understand the rights and responsibilities placed on employers and employees and how these relate to creating a positive, productive, and sustainable work environment
- **You will** be able to create a CV that highlights the skills you have and how you have demonstrated these in a work environment



# Leading yourself: S4 Work Experience

## What do I have to do?



1. Start now to look for your own work experience placements for 19<sup>th</sup>-23<sup>rd</sup> June 2023.
2. Submit a completed 'Self Found Placement Form', attached. Return **it to the school office** by **Friday 10<sup>th</sup> February 2023**.
3. If you can't find a placement, see us as soon as possible for an online placement or for a school organised placement.

*Mr McIlwaine, Ms Duncan, Cara Davidson*



**SPEAKERS**  
for schools