SPECTRUM
ADVANCED LEARNING

PARENT GUIDE

SPECTRUM JUNIOR EXECUTIVE PROGRAMME (INDUSTRY)

# Parent and Guardian Guide

*Everything you need before, during and after the programme, and how to help your child get the most from it.*

| 24 | 1:8 | Weekly | 1 |
|---|---|---|---|
| programme days | supervisor ratio | progress notes | closing ceremony |

PREPARED FOR

**Parents and guardians**

Six weeks · Ages 10–16 · Three age tracks · Aligned with IB Service as Action, MYP Projects and IBDP CAS

spectrum-learning.com | Information: info@spectrum-learning.com

## Before the programme

CHECKLIST

| Item | Done |
|---|---|
| Application, consent, medical and photo forms returned | |
| Fee paid or payment plan agreed | |
| Parent induction evening attended | |
| Travel plan agreed: drop-off 08:20–08:30 and collection at 14:30 | |
| Authorised collection adults named on the consent form | |
| Dress code checked (smart casual; closed shoes; host-specific items) | |
| Packed lunch and water bottle arranged (or host canteen confirmed) | |
| Student Handbook read together, especially the Code of Conduct | |
| A notebook, pen and charged phone (phones are stored during sessions) | |

## What to talk about at home before day 1

- What do you think happens inside an organisation all day?
- What would you most like to find out?
- How will you introduce yourself to an adult you have never met?
- What will you do if you feel unsure or uncomfortable? (Answer: tell your supervisor or mentor straight away.)

# During the programme

HOW YOU CAN HELP

## The Friday conversation

Fridays are home days for the Mission Journal. Ten minutes of conversation makes a real difference. Try these questions, one per week:

| Week | Question to ask |
|---|---|
| 1 | What is the most surprising thing about how an organisation works? |
| 2 | Where did things slow down, and why? |
| 3 | Why do customers choose this organisation over others? |
| 4 | What did something cost that you did not expect? |
| 5 | What makes people want to stay working there? |
| 6 | What problem did your team solve, and how will you know it worked? |

## Weekly progress notes

Every Friday you will receive a short note from the Spectrum supervisor covering attendance, Executive Points, one strength observed and one next step. If anything needs your attention sooner, we will call you the same day.

## Attendance and absence

Please tell the supervisor before 08:00 if your child will be absent. Certificate levels depend on attendance (Gold needs at least 22 of 24 days). Days missed for illness can be made up with an agreed catch-up task.

### Please avoid

- Contacting host staff directly; all communication goes through Spectrum.
- Asking your child to share confidential information about the host.
- Collecting your child early without telling the supervisor.

# Safeguarding and wellbeing

WHO TO CONTACT

Your child's safety and wellbeing come first. Every adult on the programme is trained to recognise and report concerns.

| | |
|---|---|
| **Spectrum supervisor** | |
| **Designated safeguarding lead** | |
| **Host site contact** | |
| **Emergency number** | |
| **Address of the host site** | |

## Signs your child may need support

- Reluctance to attend or unusual tiredness
- Worry about a particular person or task
- Changes in mood, eating or sleep

If you notice any of these, contact the supervisor. Concerns are handled confidentially and promptly, following the Spectrum safeguarding policy.

## Additional needs

Tell us about any learning, physical, medical or emotional needs on the application form. We adapt tasks, pace, workspaces and pairing so that every child can take part fully.

## After the programme

MAKING THE EXPERIENCE COUNT

| What your child receives | How to use it |
|---|---|
| Certificate (Gold, Silver, Bronze or Participation) | School records, scholarship and summer-programme applications |
| Mentor reference | University, college and job applications (Practitioners) |
| Portfolio: Mission Journal, deliverables, capstone report | MYP Service as Action, Community/Personal Project, IBDP CAS evidence |
| ATL growth report | Conversations with teachers about strengths and next steps |

## Questions parents often ask

| Question | Answer |
|---|---|
| Will my child be paid? | No. This is an educational programme; students do not replace staff or carry out productive paid work. |
| Is my child insured? | Yes. Spectrum holds public liability and personal accident cover; hosts confirm their employer and public liability cover. |
| Can siblings join? | Yes, on their own age track. They may be placed in different teams. |
| What if my child does not enjoy a department? | That is useful learning too. Mentors help students find something to investigate in every rotation. |
| Can we attend the Boardroom pitch? | Parents are invited to the closing ceremony; the pitch panel itself is limited to host leaders and Spectrum staff. |

## Explore more with Spectrum

YOUR NEXT STEP

# One partner for every stage of the journey.

Every learner is different. Spectrum finds where each one is, and builds the path to where they want to go.

## Recommended for you

IN-HOUSE · 3.5 WEEKS · 4 DAYS A WEEK

### Skills Studio

Fourteen in-house days of AI, cyber security, office software or public speaking.

ENGLISH AND MATHS

### Mastery

Secure the English and Maths foundations every placement relies on.

PERSONALISED · 6 MONTHS

### Career Pathways

Know your future career? Six personalised months with a specialist mentor.

## A pathway for every stage

| GRADES 1–11 | MYP 1–5 | AGES 10–17 | GRADES 10–12 | AGES 15–18 |
|---|---|---|---|---|
| **Mastery** | **MYP** | **Placements and Skills Studio** | **IB Diploma, SAT and ACT** | **Career Pathways** |

## Why parents choose Spectrum

**Diagnostic first**
Every programme starts by finding exactly where a learner is, so time is spent on what matters.

**Small groups, real attention**
Tutor and supervisor ratios are kept small so every student is known by name.

**Safe by design**
Background-checked staff, clear safeguarding procedures and parents kept informed every week.

**Evidence you can keep**
Journals, portfolios, reports and certificates that schools and universities can see.

**Talk to us.** Book a free consultation through the Spectrum website or ask your Spectrum programme lead. We listen first, then recommend the right pathway.

THE SPECTRUM FAMILY OF PROGRAMMES

# One family. Every stage of learning.

*Every learner is different. Spectrum finds where each one is, and builds the path to where they want to go.*

## Mastery

ENGLISH AND MATHS · GRADES 1–11

Find the exact gap and close it for good, one skill at a time.

**Math Mastery · English Mastery**

## MYP

MIDDLE YEARS PROGRAMME · MYP 1–5

Understand the criteria, meet them with confidence and arrive at eAssessment ready.

**IB MYP Support (Years 1–5) · MYP 5 eAssessment Accelerator**

## IB Diploma

DP1 AND DP2 · GRADES 11–12

Separate SL and HL support for every paper and every component.

**IB Diploma Support · TOK, EE and IA guidance**

## Placements

YOU ARE HERE

SIX WEEKS IN REAL ORGANISATIONS · AGES 10–17

Week 1 Academy, four placement weeks in industry or the community, then a project week.

**JEP Industry · JEP Community Immersion · AI Programme · Cyber Security Programme**

## Skills Studio

IN-HOUSE · 3.5 WEEKS · 4 DAYS A WEEK · AGES 10–17

Fourteen hands-on days on the Spectrum campus: the future skills every student needs.

**AI Studio · Cyber Security Studio · Digital Office Skills · Speak, Debate, Lead**

## Career Pathways

PERSONALISED · 6 MONTHS · AGES 15–18

For students who know their goal: a personal plan, a specialist mentor and real practice.

**Law · Policy and research · Medicine and health · Engineering, business and more**

## SAT and ACT

UNIVERSITY ADMISSIONS · GRADES 10–12

Diagnostic-led preparation, timed practice and a clear target-score plan.

**SAT Preparation · ACT Preparation**

## Teacher Academy

PROFESSIONAL LEARNING · EDUCATORS

Practical training for teachers in IB-style teaching, assessment and future skills.

**1-week Intensive · 3-week Certificate**

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## Start a conversation

Book a free consultation through the Spectrum website or ask your Spectrum programme lead. We will listen first, then recommend the right pathway.

Spectrum Advanced Learning is independent and is not endorsed by or affiliated with the IB.