



September 2018

Dear Parent/Guardian

YEAR 12 WORK EXPERIENCE WEEK 24th - 28th June 2019

Work Experience, this year, is being offered as an extra-curricular activity in Year 12. The work experience programme is valued by both potential employers and those in further and higher education establishments.

Students gain valuable insight into the world of work. They begin to understand the importance of good time-keeping, the need to travel to work and the length of the working week. They gain experience of working in different environments, being able to follow instructions and the ability to work independently. They build on skills they already possess and begin to realise those they need to work on.

Year 12 students are required – as part of the experience - to source their own placements. This will require them asking personally, by telephone or email, an employer for a placement for the week. Students should think of areas that may be of interest to them and consider making contact with companies in these fields. Relatives, family friends and neighbours may have contacts that can help.

As we will be competing with other schools in the area for these placements, it is advisable to start looking as soon as possible; places are at a premium at present.

Once the placement has been arranged, the accompanying form should be filled in and returned to me in order to facilitate the necessary health & safety and insurance checks of the company with which the placement has been arranged. As this will require at least 16 weeks **the forms should be returned no later than Friday 5th April 2019**, to ensure the placement can go ahead.

Students unable to secure a placement, or submit the required paperwork by the deadline, will be required to attend school for the last two days of term and will miss out on this valuable opportunity.

Should you have any queries regarding Work Experience please do not hesitate to contact me.

Yours faithfully,

K. M. Syrett

Mrs K Syrett

Careers Co-ordinator



WORK EXPERIENCE

Year 12 2018-19

Date of Work Experience: Week of 24th – 28th June 2019

STUDENT DETAILS -

Name.....

Form.....D.O.B.....

Home telephone.....

Any Health Issues.....

PLACEMENT DETAILS -

Company Name.....

Name of contact person.....

Address.....

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.....

.....

telephone.....

email.....

Type of company.....

Type of work offered.....

*Please return completed form to Mrs Syrett. **Final submission date Friday 5th April 2019***
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Parental/Guardian's/Carer's undertaking

- I have discussed work experience with my son/daughter.
- I agree to my son/daughter taking part in the work experience programme.
- I understand that I am responsible should any travel fares be incurred.
- I understand that all placements are confirmed by the School. They arrange for checks to be made for health and safety purposes.
- I understand that no student can attend a placement unless it has been approved. If it is not, they are on unauthorised absence and the school.
- **I understand that once the placement has been arranged with the employer, changes cannot be made; 16 weeks' notice is required for health and safety checks.**
- **Any queries should be directed to the school's work experience co-ordinator.**
- **I will /will not allow my son / daughter to travel on public transport.**

Parent/Guardian/Carer's Signature.....

Student Name: _____

Form: _____