

October 2017

Dear Parent/Carer

RE: Year 12 Work Experience Programme 16th July to 20th July 2018

As part of the sixth form requirements, your son/daughter has the opportunity to take part in a work experience. To give the students the most flexibility to complete a meaningful placement the students are able to take it in a one-week block starting Monday 16th July to Friday 20th July. There is also the opportunity to complete it over the summer, 6-week holidays, and have the work experience week back in lieu for the time missed. The final option for the students is to complete it through the academic year on a weekly basis. The students would need to complete 20 hours across a block of weeks falling in their independent study time.

Work Experience is a valuable part of the Sixth Form programme and is currently being promoted to all year 12 students. The opportunity to have a meaningful work experience will enable your son/daughter to have evidence to write on an upcoming job application, personal statement for university or an apprenticeship application.

During the work placement students are supervised and adhere to Health & Safety regulations. There is no payment involved but students are covered by insurance once the placement has been found and the Yellow Employer's and Parental Agreement Form is signed and returned to school.

The students will be taken through the process by which they can gain a work experience placement. They will be encouraged to make immediate contact with potential Work Experience Employers and your help and support would be most appreciative. Enclosed is a summary of the guidelines which will be presented to the year group together with a copy of the Yellow Employer's and Parental Agreement Form.

The Work Experience Programme includes preparation beforehand, contact by a member of staff whilst in placement if needed and a follow up to the experience on the student's return to school through an individual mentoring session. More detailed information about conditions of work and insurance are enclosed.

Thank you for your help and support in this venture.

Yours faithfully

Mr. M. Colman
Head of Sixth Form

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