

Thursday 23rd May 2024

Dear Parents and carers

Year 12 Work Experience

Following recent presentations to your child about work experience, I am writing to you so that you are aware of arrangements for your child and to seek your help and encouragement in supporting them in securing a work experience placement.

The benefits of a placement are as follows:

- To allow students to understand how commerce and industry operate
- To help students to see the relevance of school subjects to the world of work
- To help students gain greater self-confidence and maturity
- To enable students to find placements that are related to the career / university course they are considering
- To help them prepare their personal statement for their university applications, or a CV for the workplace.

Relevant work experience is increasingly viewed as an essential part of a good application for higher education and the world of work. Due to the increasing competition in the workplace, having a work experience placement could enable your child to stand ahead of other candidates when applying for a job or university course. Of course, there are many other activities and experiences that a student can engage in to make them a more 'rounded' applicant. For example, extra-curricular activities, clubs, sports, volunteering, gap year plans - all very important additions in terms of experience. However, the school strongly recommends that our students engage in some sort of career-related or course-related work experience.

To maximise our students' chances of obtaining work experience before the summer break, we are going to offer any time during the month of July for them to attend work experience, for a maximum of five days. There is a good degree of flexibility with this – if during the school term is not possible for an employer or student, work experience can be completed during the summer holiday instead.

Students are encouraged to find their own placements and we have already given them guidance as to how to do so; they have had two presentations from *My Great First Job* called 'How to get a Work Experience Placement' and 'Using LinkedIn to find Work Experience'.



Ideally, your child will be successful in finding a placement which links to their career aspirations and interests. However, *any* work experience will be valuable in terms of skills and character development.

Either way, we hope that they will apply for a placement and we would ask for your support and encouragement with this. As previously stated, it is up to the student to organise this themselves.

Please note that you and your child must ensure that you are happy with the working conditions of the placement. Employers who are used to accommodating work experience students, will have health and safety procedures in place. However, if you are in any doubt about a particular placement, then your child **MUST NOT** commence work experience there. We as a school will also make a Health and Safety visit to the establishment prior to the placement commencing.

Once your child has found a placement, they will need to complete the attached form containing the details of the company they will be working for, a contact name and phone numbers, and the dates of their placement. This needs to be handed into Mrs McNish, who will arrange for the school safety visit.

I would like to take this opportunity to thank you for your support. Please do not hesitate to contact me if you have any questions about our plans for work experience.

Yours faithfully

Kerrie Jones
Head of Sixth Form

Work Experience Form

Please complete all sections of the form and hand to Mrs McNish so a placement visit can be arranged.

Student name	
Student mobile phone number	
Name of company/employer / placement	
Named contact at company	
Job title of named contact	
Daytime phone number for named contact	
Email address for named contact	
Address of placement	
Dates of work experience placement	
Start and finish times of placement	

Continued over...



PARENT/CARER DECLARATION:

As Parent/Carer of the student named above, I confirm that I am happy for my child to undertake their placement with the employer. I accept responsibility for them during the work experience including when not on-site e.g: lunch /travel to and from the work placement. I also undertake to ensure that they adhere to the stipulated conditions.

Please delete as appropriate*:

I confirm that my child does/does not* have any medical condition that could result in unnecessary risk to their health and safety or to the health and safety of another person whilst undertaking work experience.

My child has the following condition(s) **::

** Please also indicate if your son or daughter regularly takes any medication that needs to be brought to the Workplace.

Whilst undertaking work experience this means that he/she will/might need the following assistance support:

Parent/Carer Signature: **Date:**

STUDENT DECLARATION:

As the student named above, I agree to follow all safety, security and other instructions, given by the employer, both written and verbal (including any included in the Risk Assessment). I also undertake not to disclose any information confidential to the employer without the employer’s approval and will not utilise social media in an unprofessional way.

Student Signature:..... **Date:**.....