



Headteacher: Mr D Reeve BSc (Hons)

28<sup>th</sup> November 2016

claire.jonas@tbshs.org

Dear Parents,

### **Work Experience: 19-23 June 2017**

I am writing to inform you of the dates and procedures relating to Work Experience which for Year 10 will take place next year, **19-23 June, 2017**.

Perhaps now more than ever, Work Experience is of huge and significant importance; a stressed job market and rising University fees means that Work Experience could prove invaluable in helping our students and its importance should not be under-estimated. Work Experience gives CVs a competitive edge; students can see for themselves the realities of the world of work outside the comfortable and familiar environment of school and it raises confidence in their abilities - as well as renews their motivation to achieve at school.

Please find attached the forms for completion by your son as well as the Parental Consent Form. Your son will learn more about the Work Experience Programme during assemblies, tutor groups and an **Information Evening on 6<sup>th</sup> December 6.00pm-7.00pm**. If your son is on the German Exchange and unable to accompany you to the Information Evening, there will be a lunchtime session on Wednesday 14<sup>th</sup> December at 1.30pm in Room 20, when Mr Hood & I will go through the practices and procedures.

### **School Placements**

A few placements are available to me for allocation via our providers, Youth Connexions but the choices available to us are very limited and your son will need to have a very flexible approach, therefore we recommend that students find a **private placement**.

### **Private Placements**

**I would ask that as far as possible, you secure a *private placement* for your son.**

Private placements are obviously one way of guaranteeing exactly what you son does for his Work Experience and can be among the most successful experiences, as well as avoiding any disappointment with regard to choices. A CV is helpful to an employer and I would suggest your son write several letters to several employers **as soon as possible**; I attach an example of both but feel free to adapt/change. If your son would like suggestions of who to write to, then please ask him to come and see me in the front office.

/Continued...

If you are able to secure a private placement, please ask the prospective employer to complete the **Work Experience Private/Own Placement Form** (page 6). School follows guidelines issued by The Health and Safety Executive and Youth Connexions, therefore if not already on the employment register, all potential employers must agree to a visit by a H & S Inspector to discuss insurance, appropriate tasks etc. Students are not permitted to work with Sole Traders. **The Work Experience Private Placement Form should be handed to the prospective employer by your son, completed and returned to school with the Parent Consent Form by Friday 10 February 2017. \*\*\* Please ensure that the Public Liability & Employer's Liability boxes are complete \*\*\***

Placements in London and within an approximate forty-mile radius of the school are acceptable (in exceptional circumstances, placements may be arranged beyond this radius) however, placements outside of Herts and a 5 miles radius of school are subject to a surcharge of £20. The charge is to cover the Health & Safety Inspector's visit plus other charges incurred by the relevant careers advisory service. Please make cheques payable to TBSHS and return with the private placement contact information. **I cannot begin to process paperwork unless I have the fee in advance.** There is no charge for private placements inside Herts and within a 5 mile radius of school (including Stansted, Stansted Airport, Great Dunmow, Ongar, Enfield & Harlow). Please note; pupils are **not** allowed to work with a single person employer.

All parents/carers must complete the **Parent Consent Form** (page 5) and if your son is unable to source his own placement, then he should complete the **Student Work Experience Request Form** (page 8) and return it to me as soon as possible. The deadline for returning all forms is **Friday 10 February 2017, this is the LAST day for forms to be returned!** Students whose forms have not been returned by this date will be allocated a placement from the Youth Connexions listings. Similarly, private placement information returned after this date **cannot be processed**. Late forms & placements are subject to a very hefty surcharge by Youth Connexions which we will need to pass on to students.

The overwhelming response from both students and employers is that Work Experience is extremely worthwhile and fulfilling, I hope your son rises to the challenge! If you have any queries, or need any advice on completing the attached form, please contact me here at the School.

Yours sincerely,

**Claire Jonas**  
**Careers Advisor Years 7-11**  
**The Bishop's Stortford High School**

**Key Points:**

- **Work Experience dates: 19-23 June 2017**
- **Single person (Sole Trader) employer not permissible**
- **Employer to agree to H & S Inspection (if not already on register)**
- **No charge to students for placement within Herts or 5 mile radius of school**
- **£20 fee for placements outside of Herts and beyond 5 mile radius**
- **10 Feb 2017 deadline for returning paperwork to school *with* payment if required**

# Curriculum Vitae of Johnny My-Name

## Personal Details

Date of Birth: 3<sup>rd</sup> June 2002  
Address: 44, Any Row Cottages, Bishop's Stortford, Hertfordshire CM23 3LU  
Phone: 08591 741842 Email: [johnnygmyname@gmail.com](mailto:johnnygmyname@gmail.com)

## Personal Statement

I'm a responsible Year 10 student and attend The Bishops Stortford High School etc etc etc etc

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.....

## Education

September 2013- present: The Bishops Stortford High School, Bishops Stortford, Herts

Working towards 12 GCSEs in Maths, English Language and Literature, French, Chemistry, Physics, Biology, History, Geography, Music and Astronomy

Year 7: Member of A Team rugby squad  
Year 8: Athletics competition winner, House Captain,  
Member of A Team rugby squad  
Year 9: Athletics competition winner, Member of A Team rugby squad,  
Unsung Hero Award  
Year 10: Member of A Team rugby squad, member of School Choir

## Predicted Grades:

Maths A, English Literature B, Language, A etc etc

## 6<sup>th</sup> Form & Beyond:

School 6<sup>th</sup> Form then university to study ..... OR XXX College to study XXX

## Other Qualifications:

Scout Gold Award ABRSM Grade 5 piano, Swimming Distance XXX etc

## Hobbies & Interests

Due to start Duke of Edinburgh Bronze Award in 2016  
Football, Computer Games, Music Scouts, Air Cadets, Volunteer at XXX etc

## Referees:

Mr Simon Etheridge – The Bishops Stortford High School (Head of Religious Studies)  
Mr Mark Atkinson – The Bishops Stortford High School (Teacher Computing & Maths)

***The above is just an example – feel free to adapt !  
There are dozens of other layouts & examples available on the internet***

***This letter is just an example – do put into your own words if you prefer !***

Your address here  
on the right  
of the page  
including your home tel  
and mobile number  
**or in the middle if you prefer**

Date goes here

Name,  
including job title goes here  
followed by address of person  
who you  
are writing to  
goes here  
etc etc etc plus p/code

Dear Mr Whoever

I am writing to you in the hope that you might consider a request from me to carry out my school Work Experience with your Company during June 2017.

I attend The Bishop's Stortford High School and am studying for XXXXXXXX GCSE's and am currently in Year 10. My predicted grades are, XXXXXXXXXXXXXXXXXXXX, after which I hope to study XXXXXXXX in the 6<sup>th</sup> Form.

I am very keen to come to your Company because XXXXXXXX and I believe that a period of Work Experience would help to ascertain my future career as well as give me some independence and focus for studying.

The exact dates are 19-23 June 2017 when I will be XXXXXXXX years of age. If you require any further information, please let me know. In the meantime, I look forward to hearing from you in the very near future.

Yours sincerely

*your signature here*

**(your name in clear lettering underneath in brackets)**

**Remember !**

Dear Sir = Yours faithfully

Dear Mr or Mrs whoever = Yours sincerely

**WORK EXPERIENCE - PARENT CONSENT FORM**

I ..... give permission for  
my son.....Reg.Group.....  
date of birth.....

to spend the period **19-23 June 2017** on Work Experience.

I understand that no payment in respect of work done may be made although employers may offer assistance with lunches and fares if they so wish.

I know of no medical reason why..... (name of student)  
should not take part in Work Experience. If there are medical consideration/special needs that  
affect the type of placement that would be suitable, please indicate here:

.....  
.....

Signed ..... (Parent/Guardian) Date.....

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**Private Placement Information**

Name of Company..... (Tel. No.....)

Address.....  
.....  
.....

Email address.....

Type of activity offered .....

Name of person to be contacted .....

Name of son .....

Relationship of employer to your son (friend/relative etc) .....