



Headteacher: Mr D Reeve BSc (Hons)

Dear Parent/Guardian

15th December 2016

Year 12 Work Experience Monday 19th June-Friday 23rd June 2017

I am writing to remind you of the school's plans for compulsory Year 12 work experience as highlighted at the beginning of the year during our Standards Evening.

Year 12 students will be released from the normal school timetable from Monday 19th June until Friday 23rd June. The purpose of this scheme is to provide a realistic and relevant insight into the world of work and provide valuable experience for personal statements and CVs as well as prepare students more effectively for their lives beyond TBSHS. In seeking a placement, students should consider carefully their future career ambitions as universities and employers increasingly require candidates to have built up a portfolio of work experience which is relevant to their chosen course or employment.

As part of the learning experience, we expect students in consultation with parents/carers, to arrange a suitable work placement. If your son/daughter experiences difficulty in sourcing a placement, they can of course contact the school's Careers Advisor, Claire Jonas. Mrs Jonas has built up an extensive database of contacts over the years and she may be able to put your son/daughter in touch with a prospective employer, or even give further advice and suggestions. Naturally, when contacting prospective employers, they will need an up to date CV as well as a covering letter. In the past, we have found the most effective placements are those which are arranged by students through relatives or friends and we hope they will begin the process as soon as possible on receipt of this letter. It is very difficult to organise a placement at the last minute and therefore it is imperative that the necessary arrangements are made well in advance.

Once an employer has confirmed they are able to offer work experience to your son/daughter, please ask them to complete the Placement Request Form (attached). It is very important that you ascertain the Public Liability & Employers Liability insurance policy numbers and company name **as we cannot allow the work experience to proceed without this information**. The form should then be returned to Claire Jonas at the front of school, along with the completed Parent Consent form.

Students are not allowed to undertake their work experience abroad and placements should not be with employers for whom the student already works. Students will of course be expected to behave and dress in an appropriate manner and make their own transport and lunch arrangements. Finally, we expect all students to have returned their completed paperwork to school by **Friday 21st April 2017**. Should you require any further information, please do not hesitate to contact Claire Jonas, the school's Careers Advisor (claire.jonas@tbshs.org).

We look forward to working with you to ensure that Year 12 Work Experience is a success and thank you in advance for your support.

Yours sincerely

Mark Brunker
Assistant Headteacher, Head of 6th Form



WORK EXPERIENCE – PARENTAL CONSENT FORM

I give permission and accept
responsibility for my son/daughter
reg group date of birth

to spend the period **19 – 23 June 2017** participating in 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 Year 12 Work Experience.

Please list any medical considerations/special needs:

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Signed

(Parent/Carer)

Date.....