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17<sup>th</sup> November 2017

Dear Parent/Carer,

**Re: Year 12 Work Experience Monday 25-Friday 29 June 2018**

I am writing to inform you of the school's plans for compulsory Year 12 Work Experience when students will be released from the normal school timetable for the week of Monday 25-29 June 2018.

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 this learning experience, we expect students in consultation with parents and carers, to arrange a suitable work placement. If your son or daughter experiences difficulty in sourcing a placement, they can approach the school's Careers Advisor, Claire Jonas, who has an extensive database of contacts; it may be that she can put them in touch with a prospective employer or offer further advice for research. When contacting prospective employers, you will need to provide an up-to-date CV and 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.

Once an employer has confirmed they are able to offer work experience to your son or daughter, please ask them to complete the attached Placement Request Form. 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 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 5<sup>th</sup> April 2018**. Should you require any further information, please contact Claire Jonas ([claire.jonas@tbshs.org](mailto: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,

Robert Stark  
Assistant Headteacher, Head of Sixth Form



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# WORK EXPERIENCE – PARENT CONSENT FORM

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

to spend the period **25-29 June 2018** 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:

.....  
.....  
.....

**Signed** ..... **(Parent/Carer)** .....