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1 February 2019

Dear Parent/Carer,

Re: Year 12 Work Experience Monday 24 - Friday 28 June 2019

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 **24-28 June 2019**.

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; 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 and all Year 12 students will receive CV guidance and have to prepare a CV as part of the tutorial programme during March. 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 a *Placement Request Form*. It is also 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 a completed *Parent Consent* form. These forms will be sent out electronically and will be on the website.

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 24 May 2019**. Should you require any further information, please contact Claire Jonas (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



TBSHS: A truly all-round education

