



October 2017

To: Parents of all Year 10 students

Dear Parents

Year 10 Work Experience, 25-29 June 2018

As part of our careers programme, it has been arranged for Year 10 students to participate in a work experience placement towards the end of the academic year. The boys will spend a week in unpaid employment from Monday 25 to Friday 29 June 2018. The aims of the week are:

- To offer experience of the working environment and to help prepare the boys for adult and working life.
- To help in the development of personal and social skills required in the workplace.
- To provide a context for Higher Education and Careers guidance.
- To provide the boys with experience which will enrich their personal statements when they make their university applications.

Your son is welcome, indeed encouraged, to arrange his own work experience, but we would expect him to discuss his plans with Miss Cawtherley, his Head of Year, and to keep the school informed of his intentions. Work experience should, where possible, be connected to your son's thinking about his future career.

As a courtesy it is important that boys indicate to prospective providers that they will be required to confirm they have employer's Liability Insurance to cover work experience participants and that they share our commitment as a safeguarding agency to the welfare and safety of our pupils. We cannot endorse any work experience, however valuable, without this documentation.

I should be grateful if you would ensure that your son completes the attached form and returns it to Miss Cawtherley, countersigned by a parent, **no later than Friday 8 December**. If he has made a request of a company but has not received confirmation by 8 December, he should inform Miss Cawtherley of this. In circumstances where boys have difficulty finding an appropriate placement, we are able to put them in touch with a number of individuals and organisations which offer work experience placements and boys should discuss these with Miss Cawtherley before Friday 10 November.

Notification of placement confirmation will be sent to you once all the necessary arrangements have been made and employers' Liability Insurance has been verified. During the course of their placements, each boy will be visited by a member of staff from the school or contacted by phone if this is not practicable – and hosts will be asked to write a reference about each boy's work.

I am sure that you will appreciate the importance of your son making every effort to search for a suitable placement and of honouring a placement once a commitment to an employer has been made. Miss Cawtherley will be pleased to answer any questions you may have.

Yours sincerely

D Cassidy
Headmaster