



Leathersellers' Federation of Schools

PRENDERGAST - Hilly Fields College  
Specialist School In Languages & Music,  
Maths & Computing

Headteacher  
Ms S.C. Roberts B.Ed.Hons., NPQH



28<sup>th</sup> September 2010

Dear Year 10 Parents/Carers,

Dr Bowen, Head of Careers wrote to you in early September advising you of Year 10 Work Experience.

I am now writing to say that we have had to change the dates due to changes to our external examinations. The dates are now **Tuesday 29<sup>th</sup> March to Friday 8<sup>th</sup> April 2011.**

This is a most valuable experience for the girls and impacts very positively on their academic achievement as well as helping them to understand the world of work.

The Careers department compile a list of placements but each year many parents/guardians and students prefer to make their own arrangements. The advantage of this is obviously that a student can secure a placement for herself that is exactly what she wants. The initial deadline for self-find placements will be **Monday 1<sup>st</sup> November (the first Monday back after October half term).**

Placements found after this time may not be accepted. This deadline will only be extended if we do not have enough placements for all year 10 pupils. We will inform your daughter of any deadline extensions. Once we have enough placements, the Careers Dept will do their best to place pupils who have been unsuccessful in finding their own placements from the list. Unfortunately pupils may have to settle for placements which are not their first choice. This system has been designed so that all placements can be agreed and the necessary checks can be carried out well in advance of the actual dates for Work Experience.

Please be aware that we can only authorise placements that are within the following areas; **all numbered London districts plus Bromley and Croydon.** This is because all placements have to be visited, both before and during the two weeks, by members of staff who are still engaged in teaching other year groups. If you are interested in finding a placement for your daughter/ward please may I encourage you to do so and to return the attached reply slip as soon as possible. This will help to avoid disappointment if the deadline has passed. Once the reply slips have been returned we will then arranged for Health and Safety visits and will check all placements for insurance etc. I know you will understand.



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that there is a great deal to be done before any young person may actually attend Work Experience, even if it is with parents/carers. Therefore as soon as you have the consent of an employer concerned please send the information to Mrs Walker (Reception) via your daughter.

I apologise for any inconvenience the date change may cause you. Unfortunately we have only just become aware of the change in examination dates.

Yours sincerely

Ms S.Roberts  
Head Teacher

**Year 10 Work Experience 2011 – Revised dates Tuesday 29<sup>th</sup> March –  
Friday 8<sup>th</sup> April 2011**

I have arranged for my daughter .....Form .....

To do her Work Experience with

Name of Contact.....

at the following Company.....

at the following address.....

.....  
.....

Telephone .....



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