

10<sup>th</sup> September 2010

Dear Year 10 Parents/ Carers,

All Year 10 students will be going on two weeks' Work Experience between **Tuesday 29<sup>th</sup> March and Friday 8<sup>th</sup> April 2011**. This is a most valuable experience for the girls and I am sure they will derive many benefits from being in the adult world of work. The purpose of Work Experience is to help the students to gain an understanding of the processes and relationships of the work place. It is not intended primarily to be a taster of a possible future career. This is largely because many of the girls will change their career aspirations several times in the next few years.

I shall be compiling a list of placements myself but each year many parents/ guardians and girls 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 to reach me 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. I will inform your daughter of any deadline extensions. Once we have enough placements, I will then do my best to place pupils who have been unsuccessful in finding their own placements from my list. Unfortunately pupils may have to settle for placements they have been given. 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 area: **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 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. (**Remember:** I shall be operating a '**first come first served**' basis for the self-find placements). Once reply slips have been returned I will then arrange for Health and Safety visits and will check all placements for insurance etc. I know you will understand that there is a great deal to be done before any young person may actually attend for Work Experience...even if it is with her parents/ carers. Therefore as soon as you have the consent of the employer concerned please send the information to me via your daughter. If you receive the consent of an employer but it is not where your daughter wants to go I would be most grateful if you would pass the details onto me so that we can use it for other pupils.

Yours sincerely,

Dr S Bowen  
Head of Careers

Year 10 work experience 2010-2011

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

to do her Work Experience with

**(Name of Contact)**.....

at the following **company**.....

at the following **address**:

(Please give employers' **telephone** number also)

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**Tel:**.....