

NJC/jer
30 January 2018

Dear Parent(s) / Carer(s)

Work Experience from 11th – 15th June 2018 – Year 10

Following on from my recent email, I am writing to inform you of the dates and procedures relating to Work Experience which for Year 10 will take place from 11th to 15th June 2018.

Perhaps now more than ever, Work Experience is of huge and significant importance. A stressed job market and rising University fees means that Work Experience could prove invaluable in helping your child and its importance should not be under-estimated. Work Experience gives CVs a competitive edge. Your child will be able to see for themselves the realities of the world of work outside the comfortable and familiar environment of school and it raises confidence in their abilities – as well as renews their motivation to achieve at school.

A Parental Work Experience Meeting has been scheduled for Monday, 5th February from 18:00 to 19:00 in the school hall. We will be providing you with lots of useful information at the meeting and I would therefore recommend that you do not complete the online forms until after you have attended the meeting.

Please use the link below and complete the two form with your child:

→ [Parental Consent and Placement Form](#)

School Placements

A few placements are available for the school to allocate via our providers Youth Connexions, but the choices available to us are very limited and your child will need to have a very flexible approach, therefore we recommend that all students try their hardest to find a private placement.

Private Placements

We would ask that as far as possible, you secure a private placement for your child. Private placements are obviously one way of guaranteeing exactly what your child does for their Work Experience and can be among the most successful experiences, as well as avoiding any disappointment with regard to choices. A Curriculum Vitae is helpful to an employer and I would suggest that your child writes several letters to several employers as soon as possible. I attach an example of both but feel free to adapt and/or change. If your child would like suggestions of who to write to then please ask them to come and see me in my office. **If you are able to secure a private placement then please ask the prospective employer to complete the Work Experience Private / Own Placement Form by following this link.** → [Work Experience Private Placement Form](#)

The school follows guidelines issued by The Health and Safety Executive and Youth Connexions therefore if not already on the employment register, all potential employers must agree to a visit by a Health & Safety Inspector to discuss insurance, appropriate tasks etc. Students are not permitted to work with Sole Traders. The Work Experience Private Placement Form should be handed to the prospective employer by your child. Once this has been completed it must be returned to me at the school by 3rd March. Please ensure that the Public Liability & Employer's Liability boxes are completed.

All parent(s) / carer(s) must complete the online Parent Consent Form and if your child is unable to source their own placement, then they should complete the Student Work Experience Request Form and return it to me as soon as possible. The deadline for completing and/or returning all the forms is 5th March 2018. Students whose forms have not been returned by this date will be allocated a placement from the Youth Connexions listings. Similarly, private placement information returned after this date cannot be processed. Late forms and placements are subject to a very hefty surcharge by Youth Connexions which we will need to pass on to students.

The overwhelming response from both students and employers is that Work Experience is extremely worthwhile and fulfilling. I hope your child rises to the challenge. If you have any queries, or need any advice on completing the attached form(s), please contact me here at the school.

A hard copy of this letter along with the private placement form will be handed to students to bring home. Additional copies can be collected from myself or from reception.

I very much look forward to meeting you all on 5th February at 18:00.

Yours faithfully

Mr N Cook

Assistant Headteacher

Careers Education and Guidance

njc@johnwarner.herts.sch.uk

Encl.

Example Curriculum Vitae

Name

Personal Details

Date of Birth: 22nd October 2002
Address: 44, Any Row Cottages, Hoddesdon, Hertfordshire EN11 0QF
Phone No: 01992 456123
Email Address: johnnymyname@gmail.com

Personal Statement

I'm a responsible Year 10 student and attend The John Warner School etc etc etc etc

Education

September 2014 – present. The John Warner School Stanstead Road Hoddesdon
Working towards 10 GCSEs in Maths, English, Language and Literature, French, Chemistry, Physics, Biology, History, Geography and Music

Year 7: Member of A Team rugby/ cheerleading squad
Year 8: Athletics competition winner, House Captain,
Member of A Team rugby/ cheerleading squad
Spring Term Academic Achievement Award
Year 9: Athletics competition winner, member of A Team rugby / cheerleading squad
Autumn Term: Endeavour Award, Summer Term: Unsung Hero Award
Year 10: Member of A Team rugby / cheerleading squad, member of School Choir / Band

Predicted Grades

Maths A, English Literature B, Language A etc etc

Sixth Form and Beyond

School Sixth Form then university to study XXX or College to study XXXXX

Other Qualifications

Scout Gold Award ABRSM Grade 5 piano – swimming distance XXXX

Hobbies and Interests

Due to start Duke of Edinburgh Bronze Award
Football, Netball, Computer Games, Music, Scouts, Air Cadets, Volunteer at XXXX etc

Referees

The above is just an example – feel free to adapt
There are dozens of other layouts and examples available on the internet

Example Letter to Prospective Employer

This letter is just an example – do put into your own words if you prefer

Your address here
On the right
Of the page
Including your home tel. no.
And mobile no.
Or in the middle if you prefer

Date goes here

Name of who you are writing to here
Their job title goes here
Name of company or business here
Followed by address
County
Postcode

Dear Mr Mrs Miss Ms Whoever

I am writing to you in the hope that you might consider a request from me to carry out my school Work Experience with your Company during June 2018.

I attend The John Warner School and am studying for [insert subjects] GCSEs and am currently in Year 10. My predicted grades are, [insert grades] after which I hope to study [insert studies] in the Sixth Form.

I am very keen to come to your Company because [insert reasons] and I believe that a period of Work Experience would help to ascertain my future career as well as give me some independence and focus for studying.

The exact dates are 11th – 15th June 2018 when I will be [insert age] years of age. If you require any further information, please let me know. In the meantime, I enclose my CV and look forward to hearing from you in the very near future.

Yours sincerely / faithfully (Dear Sir = Yours faithfully
Dear Mr Mrs Miss Ms Dr = Yours sincerely)

Your signature here
Johnny My-Name

Encl.