



September 2019

Dear Parents/Carers

## **YEAR 10 WORK EXPERIENCE**

**MONDAY, 13<sup>TH</sup> JULY – FRIDAY, 17<sup>TH</sup> JULY 2020**

As a school, we take our responsibility to provide work-based learning very seriously, and as such all Year 10 students undertake one week's work experience. The dates selected for the next academic year are **Monday, 13<sup>th</sup> July – Friday, 17<sup>th</sup> July 2020**. Work experience provides the opportunity for young people in schools and colleges to experience, at first hand, although unpaid, the world of work. Work experience is part of the Work Related Learning Curriculum which helps students to:-

- understand and learn how an organisation functions
- learn work processes at first hand
- experience social relationships at work
- understand the expectations that employees have of their co-workers
- assess how they will adapt to working patterns and relationships outside school
- gain the self-confidence needed in an adult world
- develop skills and knowledge for adult life

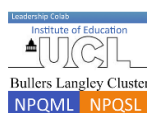
Learning from experience is relevant throughout life as we all learn effectively by trying and doing. Equally, our students need opportunities to learn in this way. For them, experience of the world of work has a high degree of relevance to their current educational programme and their longer-term interests and aspirations.

Work experience will involve your daughter doing five full days' work over one week with her employer. The hours may vary slightly but these will be communicated to you nearer the time, as will her dress requirement and lunchtime arrangements. We take great care to ensure that all our students are properly prepared for Work Experience and that they are suited to the placement they undertake.

During the placement, as well as completing the tasks set by their employers, the students use log books provided by the school, to record their experiences and to carry out some research on the company or organisation. After the placement, the students use this information to complete an evaluation form.

**Many of the prestigious placements for example theatres, media, advertising, magazines etc. especially in London are already allocating and filling work experience places for next summer. Therefore, it is essential that if your daughter requires a certain type of work experience she applies now.** Personal application is often more successful, as it shows the student's commitment to that particular placement.

q u o d p o t e s t e n t a



We also rely on your contacts as well as those of the school. If your daughter is unable to secure a placement please ask her to come and see Mrs O'Driscoll-Smith in T5 - Link Block. We will endeavour to help her according to her skills and preferences. **Hospital placements require students to be 16 years old, however some placements have been secured by students with family contacts. You must apply directly and immediately.**

### **What do parents have to do?**

- Please discuss suitable and realistic placements with your daughter.
- Use any contacts you may have to support your daughter's search for work experience opportunities. These must be located within the M25
- Once a placement is secured, please provide information as soon as possible to the school Work Experience Office in T5.
- Please show support and commitment to your daughter during her work experience, therefore enabling her to achieve her maximum potential.

### **What do students have to do?**

- Your daughter must visit the Work Experience Office, T5, to discuss placements she has found or placements she would like.
- She must return completed forms e.g. parent/carer permission form, WEX1 form to the Work Experience Office.
- She must show commitment during her work experience placement.
- If she requires an interview, she must arrange a suitable date with the employer.
- She must act responsibly and professionally at her placement

### **What do we do?**

- We will discuss with your daughter her placement needs to ensure the maximum benefit to both her and the employer.
- We will contact all new placements to ensure appropriate programmes of work, health & safety, legal and moral requirements and suitability.
- We will monitor and support your daughter during her work experience placement.
- We will complete all the required paperwork before commencement of the placement.
- We will endeavour to find a placement for your daughter if she has been unable to do so.

### **Forms and information relating to Work Experience.**

- **Stage 1** Information about placement – Parent/Carer Permission Form and Self Placement Form.
- **Stage 2** Parents receive Placement Information Form and Risk Assessment with relevant details, Work Experience Notes and WEX 1 Form (OSSL5).
- **Stage 3** Parents return as soon as possible the WEX 1 (OSSL5) Form. **Students will not be allowed to commence work experience without this parental consent form. All forms to be returned to T5 (Link Block)**

All work experience placements need to be finalised by **Friday, 17<sup>th</sup> April 2020.**

If you require any further information regarding work experience or wish to download any permission forms please log onto the school website at: [www.bwsgirls.org](http://www.bwsgirls.org)

**Select** *VLE/ /Departments/Careers, Enterprise & WEX*

Further details will be supplied later once placements have been secured, but please do not hesitate to contact the Work Related Learning Department on 0208 467 2280 Ext 401 or by email to [JODSmith@bwsgirls.org](mailto:JODSmith@bwsgirls.org) if you have any queries at this stage.

Yours sincerely,

A handwritten signature in black ink that reads "Helen van Teutem". The signature is written in a cursive style with a large initial 'H'.

**Mrs H van Teutem**  
**Assistant Head teacher**

**REPLY SLIP**

**BULLERS WOOD SCHOOL**

**To be returned to the Work Related Learning Department in T5 (Link Block) by Monday, 4<sup>th</sup> November 2019. If no placement secured, please note preferred area of interest and return.**

**YEAR 10 WORK EXPERIENCE**  
**MONDAY, 13<sup>TH</sup> JULY - FRIDAY, 17<sup>TH</sup> JULY 2020**

Daughter's Name: \_\_\_\_\_ Form \_\_\_\_\_

I confirm that I have received the letter regarding Work Experience for my daughter, and have discussed with her the commitment that is involved in this.

If your daughter has indicated that she wishes to undertake work experience in a school, this can be arranged through the Work related Learning Department as there are a wide range of contacts already established.

In our experience, students benefit more if they do not work directly with a parent or close relative. However, we realise that many of you work in large organisations that may well be able to offer excellent placements to either your daughter or other students. We would be most grateful if you are able to offer a place.

When your daughter has secured a placement please return this form.

Contact Name \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

Type of Business \_\_\_\_\_

Department student will be based in \_\_\_\_\_

NB If this place is specifically for your daughter, please tick

Signature: \_\_\_\_\_  
*Parent/Carer*

Date: \_\_\_\_\_