

# Bullers Wood School for Girls & Sixth Form



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Headteacher: Mr Simon Hardwick

11 November 2021

Dear Parents/Carers

## **YEAR 10 WORK EXPERIENCE**

**Monday 18<sup>th</sup> July – Thursday 21<sup>st</sup> July 2022**

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, 18<sup>th</sup> July – Thursday, 21<sup>st</sup> July 2022**. 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 be slightly different this academic due to the pandemic. Ideally it will involve students doing four full days' work with an employer. We do understand that it may not be possible to find a placement for four full days and we will accept a shorter amount of time. There will be a work experience package taking place in school during this time for those who have been unable to source a placement for the full four days or at all, and students will be expected to attend school to complete this. We are remaining flexible as we realise there may be complications in finding placements compared to previous years.

The hours may vary slightly but these will be communicated to you nearer the time, as will the 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.

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Personal application is often more successful in finding a placement, as it shows the student's commitment to that particular placement.

We rely on your contacts as well as those of the school. If students are unable to secure a placement please ask them to come and see Mrs O'Driscoll-Smith in T5 - Link Block. We will endeavour to help according to their 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 child.
- Use any contacts you may have to support your child'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 child during their work experience, therefore enabling them to achieve their maximum potential.

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

- Students have been asked to complete an initial form to find out what they would be interested in. This must be completed by 26<sup>th</sup> November 2021: [Work Experience form](#)
- Students must visit the Work Experience Office, T5, to discuss placements they have found or placements they would like.
- Students must return completed forms e.g. parent/carer permission form, WEX1 form to the Work Experience Office.
- Students must show commitment during their work experience placement.
- If employers require an interview, students must arrange a suitable date with the employer.
- Students must act responsibly and professionally at their placement

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

- We will discuss with students their placement needs to ensure the maximum benefit to both students 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 students during their work experience placement.
- We will complete all the required paperwork before commencement of the placement.
- We will endeavour to find a placement for students if they have 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 (OSSSL5) 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, 22nd April 2022.**

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.

Students will be attending an employability workshop over the next two weeks from Department of Work & Pensions. They will also be working on their CV and applications in Personal Development this half term. If they need any help with their CV or application they can come to see Mrs O'Driscoll-Smith in T5.

Yours sincerely,



**Mrs H van Teutem**  
**Assistant Headteacher**