



Telephone: 01895 233909  
Fax: 01895 273102

www.bishopshalt.hillingdon.sch.uk  
office@bishopshalt.hillingdon.sch.uk

**BISHOPSHALT SCHOOL**  
*"Above all else a place for learning"*

October 2017

Year 10 Work Experience  
Monday 25<sup>th</sup> to Friday 29<sup>th</sup> June 2018

Dear Parent/Carer

Students at Bishopshalt School take part in work experience during the summer term of Year 10 and this letter gives you important information about the programme.

**Dates for work experience:** Monday 25<sup>th</sup> to Friday 29<sup>th</sup> June 2018.

**Please note the following deadlines**

- **Friday 3<sup>rd</sup> November** for return of the Parental Consent form enclosed
- **Wednesday 3<sup>rd</sup> January** for return of the Work Experience Work Placement Application Form. This has been sent to students on Show My Homework. Please support your child to complete the relevant parts of the document then return it to me in room 1 as a hard copy. **If the student is arranging their own placement page 3 must be completed by the employer before it is returned to me**

All paperwork must be returned by Wednesday 3<sup>rd</sup> January to allow time for the necessary Risk Assessment, Health & Safety and Insurance checks to be made. Any forms returned after this date may not be processed in time and therefore the student would not be able to take part in the work experience programme.

Electronic versions of all paperwork can be found on the work experience section of the school website

**What are the aims of Work Experience?**

Work experience aims to provide students with the opportunity to see the world of work at first hand, to make comparisons with school life, to acquire and develop key skills, to sample as wide a range of tasks as possible under the supervision of experienced workers and to make a small contribution to the work of a team.

Work experience is also an integral part of the curriculum with preparation and follow-up work being done in Citizenship lessons.



continued overleaf...

An Arts College specialising in Music and the Performing Arts  
Royal Lane, Hillingdon, Uxbridge, UB8 3RF

**Headteacher: Mr K Rowe MA**

**Who co-ordinates work experience?**

The work experience programme is co-ordinated by me, Mrs Vodden and Education Development Trust.

**Who arranges the placements?**

Students can arrange their own placement or be allocated a school arranged placement.

**Own Arrange Placement**

If your child wishes to arrange their own placement they must ask the employer to complete page 3 of the Work Experience Application Form and the whole document should then be returned to me in room 1.

***Without exception, own arrange placement providers must have Employer's Liability Insurance that will cover students for the period of their placement.***

**School Arranged Placement**

The school will have access to a very limited number of school arranged placements and these will be allocated to students by The Education Development Trust based on the information provided on pages 4 and 5 of the work experience application form. I therefore strongly urge students to try and secure their own placement if at all possible.

Work experience should be an enjoyable and educational experience for everyone and I will do my best to ensure that it is a positive experience for all those involved. I would therefore ask that you fully support the process by encouraging your child to be organised in their planning and organisation of their placement and by ensuring they return all paperwork promptly.

I hope you will find this information useful but if you or your son/daughter have any queries please do not hesitate to contact me in school.

Yours faithfully

*M Vodden*

Mrs M Vodden

**Work Experience Co-ordinator**