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BISHOPSHALT SCHOOL

"Above all else a place for learning"

September 2019

Year 12 Work Experience
Monday 22nd to Friday 26th June 2020

Dear Parent/Carer

Year 12 pupils will be taking part in work experience from Monday 22nd to Friday 26th June 2020. This letter gives you important information about the aims of work experience and how the process is managed and organised.

What are the aims of Work Experience?

- To provide pupils with the opportunity to gain relevant experience to support their applications to university, apprenticeships or employment after sixth form
- Develop key transferable skills that will support their transition from Bishopshalt
- Support work-related learning as part of the Sixth Form Enrichment programme

How does the application process work?

The application form is a Google Form and has been sent to students via Show My Homework. Please support your son/daughter to complete the relevant parts of the document then submit it to me electronically as soon as possible and by Monday 28th October at the latest. *Please also note that there is a parental consent section to the form that must be completed by a parent/guardian before being submitted.*

Who co-ordinates the work experience programme?

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.

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

Headteacher: Mr L McGillicuddy

Self-Find Placement

If a student wishes to arrange their own placement they should indicate this on the application form. I will then send them a supplementary Work Placement Details form that must be completed by the employer and returned to me in school. There are also links on the school website to organisations that offer placements that students may wish to consider.

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

If pupils cannot secure their own placement the school will have access to a limited number of school arranged placements. These will be allocated to students by Education Development Trust based on the information provided on the application form.

Please note the following deadline: Monday 28th October for return of the Work Experience Placement Application form.

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 son/daughter 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 Sri

Miss M Sri

Head of Learning for Life

M Vodden

Mrs M Vodden

Work Experience Co-ordinator