



SHENFIELD HIGH SCHOOL

December 2023

Dear Parent/Guardian

Shenfield High School
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YEAR 12 WORK EXPERIENCE - Monday 8th July – Friday 19th July 2024.

Work Experience in Year 12 is an important part of the Sixth Form curriculum. It is a chance to gain insight into a professional future and an opportunity to develop work related skills. This is a meaningful experience, which often involves shadowing or a hands-on project within one of the many professions or industries.

Work experience is scheduled to take place between **Monday 8th July and Friday 19th July 2024**. During the two weeks, students will be expected to work the normal hours and adhere to the dress code of the particular organisation. After the work experience, every employer completes a report which is returned to us and is then incorporated into applications for employment or university. Finding and confirming a work experience placement is the students' responsibility. This means that students will need to make contact with potential employers and enquire about a possible placement.

During Covid19, we were unable to provide this opportunity that had helped so many find a career or opportunity that has helped them upon finishing their Sixth Form studies. However, as we return to a more recognisable time, work experience placements are once again opening up. They may take a little more time to organise and look a little 'different' to the traditional work experience, but this is why we have launched slightly earlier this year.

The majority of placements are secured through family and friends. But on the rare occasion that a student is unable to find work experience they should consider the following options:

- a) Speak to one of their teachers/ subjects for which they have an interest in, to arrange to complete their placement within the school
- b) Speak to a previous school or sports club, that they have a link with to see if they can get a placement with them
- c) The careers department will notify students about various work experience opportunities during registration time, so students should work with their tutors to identify placements of interest
- d) Due to the changing nature of our working environment, students may be able to secure virtual work experience during the two weeks. This is a fantastic opportunity to experience a completely different way of working, but one that may become more realistic.

Relevant experience is often a decisive element in the selection process for universities and for employers. Work experience has also enabled many Sixth Formers to make contacts for their future. They will be able to ask practitioners about the academic requirements that are needed, where to apply and the process for entering their chosen profession. In the past, some Sixth Formers have been offered sponsorship after a successful work experience placement; others have formed links that have led to employment after the completion of their education. We hope your son/daughter will make good use of this excellent opportunity.

We would be grateful if you would sign the enclosed form and ask your child to return it to Mrs Utton, Careers Administrator, no later than **Friday 15th December 2023**. Students can hand in the form via their form tutor or to the Careers Office in C53. This form gives us permission to process the work experience application before the Christmas Holidays. Students can then begin to organise their own placement, and they should do so as quickly as possible. Placements should ideally be in an area that will give them an insight into a profession they are thinking of pursuing. Each student is also required to prepare a word processed CV in order to start the process. Employer's placement confirmation details need to be given to Mrs Utton no later than **Monday 26th February 2024**. Once a placement has been found and Mrs Utton

L E A R N I N G F O R L I F E

Headteacher: Clare Costello

Registered in England and Wales No. 7898905

has received the Employer's Details, she will then prepare all confirmation administration including the Health and Safety documentation.

Please note that if a CRB check is required for the student to confirm a placement, Mrs Utton will be able to assist with this process but **payment will be the responsibility of the parent/guardian**. CRB requests can take weeks to process, Mrs Utton will need as much notice as possible. A CRB check on the employer's request currently costs £51.86 to process. Please note that some employers may also refer to this as a DBS check.

A-Level Social Sciences teachers will be able to assist students who might need help with completing their CVs. Students have been informed of the <https://nationalcareersservice.direct.gov.uk> website and we offer Careers Interviews with our Careers Advisor if they wish to request one via their form tutor.

Finally, if you feel that you, a friend/relative and/or your business may want to be involved with the mentoring of a Year 12 student on their work experience, we would be most grateful for your assistance. If so, could you please email Mrs Utton at l.utton@shenfield.essex.sch.uk with brief contact details.

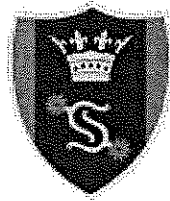
Yours Faithfully,



Mr A Cooke
Head of Sixth Form



Ms A Kadem
Head of Careers and Work Related Learning



SHENFIELD HIGH SCHOOL

SIXTH FORM WORK EXPERIENCE

PARENT/STUDENT AGREEMENT

STUDENT

As the student I agree to take part in this work experience scheme. I also agree to hold in confidence any information about the Employer's business which I may obtain during this work period and not to disclose such information to another person without the Employer's permission. I also agree to observe all safety, security and other regulations laid down by the Employer and made known to me either by the Employer's representatives or by displayed instructions. Finally, to be polite, courteous and considerate whilst with my work experience Employer, always displaying a helpful enthusiastic attitude to any task.

Signed:..... Name:

Date:/...../..... Form:12.....

PARENT/GUARDIAN

Please indicate below any illnesses or other factors that the employer should be aware of, i.e. colour blindness, eczema, hearing difficulties, epilepsy etc.

As parent/guardian of the above named student, I confirm I have read and understood this form and the accompanying letter and agree to his/her participating in this scheme. I undertake that he/she will observe the conditions set out. In the interests of my child I confirm that:

- (a) he/she **does not** suffer from any medical condition which could result in an unnecessary risk to his/her health or safety or to the health or safety of another person. Should this information change either before or during my son/daughter's work experience it is the responsibility of the parent to inform the school or work experience employer immediately. (If in doubt, please consult Mrs Utton before signing this form);
- (b) he/she **does** suffer from the following medical condition which should be advised to the employer (details attached).

Comments:

Signed: Name: Date:/...../.....