



Headteacher: Mr D Reeve BSc (Hons)

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27th September 2021

claire.jonas@tbshs.org

Dear Parents,

Work Experience: 13-17 June 2022

I am writing to inform you of the dates and procedures relating to the Year 10 Work Experience that takes place next year, **13-17 June 2022**.

Perhaps now more than ever, Work Experience is of huge and significant importance; stressed job markets and rising University fees mean that Work Experience could prove invaluable in helping our students and its importance should not be under-estimated. Work Experience gives CVs a competitive edge; students can see for themselves the realities of the world of work outside the comfortable and familiar environment of school and it raises confidence in their abilities - as well as renews their motivation to achieve at school.

Please find attached the forms for completion by your son as well as the Parental Consent Form. Students will learn more about the Work Experience Programme during the **Year 10 Standards Evening tomorrow, 28th September at 7pm**, plus there will be more information in future assemblies and tutor group sessions.

School Placements

A few placements are available to me for allocation via our providers *Services For Young People* at Herts County, but the choices available to us are **very** limited and your son will need to have a **very** flexible approach therefore we recommend that students find a **private placement**.

Private Placements

I would ask that as far as possible, you secure a *private placement* for your son.

Private placements are obviously one way of guaranteeing exactly what you son does for his Work Experience and can be among the most successful experiences as well as avoiding any disappointment with regard to choices. A CV is helpful to an employer and I would suggest your son write several letters to several employers; I attach examples of both but feel free to adapt/change. If your son would like suggestions of who to write to, then please ask him to come and see me in the library office.

If you are able to secure a private placement, please ask the prospective employer to complete the **Work Experience Private/Own Placement Form** (page 5). The school follows guidelines issued by *The Health and Safety Executive* therefore if not already on the employment register, all potential employers must agree to a visit by a H & S Inspector to discuss insurance, appropriate tasks etc. Students are not permitted to work with Sole Traders. **The Work Experience Private Placement Form should be handed to the prospective employer by your son, completed and returned to school with the Parent Consent Form by Friday 4 February 2022.**

***** Please ensure that the Public Liability & Employer's Liability boxes are complete *****

/Continued



Placements in London and within an approximate forty-mile radius of the school are acceptable and in exceptional circumstances, placements may be arranged beyond this radius. However, placements outside of Hertfordshire and a 5 miles radius of school are subject to a surcharge of £11 (the charge is to cover surplus administrative charges passed to us by *Services For Young People*). Payment can be made electronically – please see the end of this letter for bank details. **I cannot begin to process paperwork unless I have the fee in advance.** There is no charge for private placements inside Herts and within a 5 mile radius of school (including Stansted, Stansted Airport, Great Dunmow, Ongar, Enfield & Harlow). Please note; pupils are **not** allowed to work with a single person employer (sole trader).

All parents/carers must complete the **Parent Consent Form** (page 6) and if your son is unable to source his own placement, then he should complete the **Student Work Experience Request Form** (page 7) and return it to me as soon as possible. The deadline for returning all the forms is **Friday 4 February 2022, this is the LAST day for forms to be returned!** Students whose forms have not been returned by this date will be allocated a placement from the provider listings. Similarly, private placement information returned after this date is subject to a very hefty surcharge by *Services For Young People* which we will need to pass on to students.

The overwhelming response from both students and employers is that Work Experience is extremely worthwhile and fulfilling, I hope your son rises to the challenge! If you have any queries, or need any advice on completing the attached form(s), please contact me here at the school.

Yours sincerely,



Claire Jonas
Careers/Work Related Learning
The Bishop's Stortford High School

☎ 01279 868686

✉ email: claire.jonas@tbshs.org

🌐 website: www.tbshs.org

📍 The Bishop's Stortford High School, London Road, Bishop's Stortford Herts CM23 3LU

Key Points:

Work Experience dates: 13-17 June 2022

Single person (Sole Trader) employer not permissible

If not already on register, employer to agree to H & S Inspection

No charge to students for placement within Herts or 5 mile radius of school

£11 fee for placements outside of Herts and beyond 5 mile radius

4 Feb 2022 deadline for returning ALL paperwork to school *with* payment if required

Electronic Payments:

Bank: Lloyds

Sort Code: 30 90 84

Acc: 35828468

Ref: WEX/Surname

**Curriculum Vitae
of
Johnny My-Name**

Personal Details

Date of Birth: 22nd October 2006
Address: 44, Any Row Cottages, Bishop's Stortford, Hertfordshire CM23 3LU
Phone: 08591 741842 Email: johnnyismyname@gmail.com

Personal Statement

I'm a responsible Year 10 student and attend The Bishops Stortford High School etc etc etc etc
.....
.....
.....
.....

Education

September 2018 - present: The Bishops Stortford High School, Bishops Stortford, Herts

Working towards 10 GCSEs in Maths, English Language and Literature, French, Chemistry, Physics, Biology, History, Geography and Music

Year 10: Member of A Team rugby squad, member of School Choir, School Debating Team
Year 9: Athletics Competition winner, member of A Team rugby squad,
Autumn Term: Endeavour Award, Summer Term: Unsung Hero Award
Year 8: Athletics competition winner, House Captain, Member of A Team rugby squad
Year 7: Member of B Team rugby squad

Predicted Grades:

Maths 7, English Literature 6, English Language 5 etc etc

6th Form & Beyond:

School 6th Form then university to study OR XXX College to study XXX

Other Qualifications:

Scout Gold Award, ABRSM Grade 5 Piano, Swimming Distance XXX etc

Hobbies & Interests:

Due to start Duke of Edinburgh Bronze Award in XXX.
Football: I have played for XXXXXXX team for XXXX years
I also enjoy Computer Games, Music, Scouts, Air Cadets and I volunteer at XXXXXX etc

Referees:

Mr Tony Ardin – Head of Year 10 The Bishops Stortford High School
Mr Ian Murphy – The Bishops Stortford High School (Form Teacher)

***The above is just an example – feel free to adapt !
There are lots of other layouts & examples available on the internet***

***This letter is just an example – do put into your own words if you prefer
If feasible, employers particularly like hand written letters, but typed letters are fine too***

**Your address here
on the right
of the page
including your postcode
home tel
and mobile number
or in the middle if you prefer**

Date goes here

**Name of who you are writing to here
their job title goes here
name of company or business here
followed by address
County
& postcode**

Dear Mr/Mrs/Ms Somebody

I am writing to you in the hope that you might consider a request from me to carry out my school Work Experience with your company during June 2022.

I attend The Bishop's Stortford High School where I am studying for **XXXXXXXX** GCSE's and currently in Year 10. My predicted grades are, **XXXXXXXXXXXXXXXXXX**, after which I hope to study **XXXXXXXX** in the 6th Form/at College.

I am very keen to come to your company because **XXXXX you need a good couple of sentences or paragraph here XXXXXXX** and I believe that a period of Work Experience would help to ascertain my future career as well as give me some independence and focus for studying.

The exact dates are 13-17 June 2022 when I will be **XXXXXXXX** years of age. If you require any further information, please let me know. In the meantime, I enclose my CV and look forward to hearing from you in the very near future.

Yours sincerely

Your signature here

Johnny Ismyname

Remember !

Dear Sir = Yours faithfully

Dear Mr/Mrs/Ms/Dr etc = Yours sincerely

**Services for
Young People**

Private/Own Placement Request

PLEASE COMPLETE IN BLOCK CAPITALS

STUDENT INFORMATION	
STUDENT NAME:	TUTOR GROUP: YEAR GROUP:..... AGE:
LEARNING PROVIDER	WORK EXPERIENCE DATES:
COMPANY NAME	
PLACEMENT ADDRESS:	
TOWN:	
POSTCODE:	
TELEPHONE:	
WEBSITE:	COMPANY EMAIL:
WORK EXPERIENCE JOB TITLE:	
BRIEF JOB DETAILS:	
CONTACT NAME AGREEING TO PLACEMENT:	PERSON TO CONTACT IF DIFFERENT:
POSITION:	POSITION:
MOBILE NUMBER:	MOBILE NUMBER:
EMAIL:	EMAIL:
SUPERVISOR:	POSITION:
TELEPHONE NUMBER:	EMAIL:
WORKING HOURS:	CLOTHING ARRANGEMENTS:
MEAL ARRANGEMENTS	TRAVEL ARRANGEMENTS
PRE-PLACEMENT INTERVIEW REQUIRED? YES / NO	INTERVIEW NOTES (e.g. what to take etc.)
FOR AN EXTENDED WORK EXPERIENCE PLACEMENT:	
Does the person responsible for the student agree to complete a DBS check if required by the learning provider? YES / NO	
Employers offering Work Experience must agree to undergo a Health & Safety check carried out, on behalf of the learning provider, by Hertfordshire County Council Services for Young People or an alternative approved agency. The assessment will cover Health & Safety in the workplace, insurance and work content, in accordance with Department of Education & Skills requirements.	
INSURANCE—Employers Liability insurance and Public liability insurance cover are legal requirements for Work Experience.	
EMPLOYERS LIABILITY INSURANCE:	
Insurance Provider: Policy Number: Expiry Date:/...../.....	
PUBLIC LIABILITY INSURANCE:	
Insurance Provider: Policy Number: Expiry Date:/...../.....	
CONFIRMATION OF A WORK EXPERIENCE PLACEMENT OFFER FOR THE ABOVE DATES:	
(This section must be completed/authorised by a company manager or supervisor)	
AUTHORISED BY:	CONTACT'S POSITION:
PRINT NAME:	DATE:

WORK EXPERIENCE - PARENT CONSENT FORM

I give permission for
my son..... Reg.Group
date of birth

to spend the period **13-17 June 2022** on Work Experience.

I understand that no payment in respect of work done may be made although employers may offer assistance with lunches and fares if they so wish.

I know of no medical reason why (name of student) should not take part in Work Experience.

If there are medical consideration/special needs that affect the type of placement that would be suitable, please indicate here:

.....
.....

Signed (Parent/Guardian) Date

Private Placement Information

Name of Company (Tel. No))

Address
.....
.....

Email address

Type of activity offered

Name of person to be contacted

Name of son

Relationship of employer to your son (friend/relative etc)

Student Work Experience Request Form

Name:	Form:		
School:	The Bishop's Stortford High School		
Will you be finding your own placement? Tick the box that applies.	YES		NO
In which geographic area would you like your work experience to take place? Give 2 or 3 areas and rank them – 1 being your first choice.	1		
	2		
	3		
What kind of job would you like to do? Choose from the list below and give 3 preferences, with 1 being your first choice.	1		
	2		
	3		
Administration, Business and Office Work Building and Construction Catering and Hospitality Computers and IT Design, Arts and Crafts Education and Training Engineering Environment, Plants and Animals Financial Services Healthcare Languages, Information and Culture	Legal and Political Services Leisure, Sport and Tourism Manufacturing Production Marketing and Advertising Media, Print and Publishing Performing Arts Personal and other service including health and beauty Science, Mathematics and Statistics Security and the Armed Forces Transport and Logistics		