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Dear Parent/Carer,

### **Work Experience: 10<sup>th</sup> -14<sup>th</sup> June 2024**

I am writing to inform you of the dates and procedures relating to the Year 10 Work Experience that takes place next year, **10<sup>th</sup>-14<sup>th</sup> June 2024**.

Work Experience is of huge and significant importance; the high cost of University means that each year, more and more of our students are choosing alternatives and Work Experience could prove invaluable in helping them - 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/Carer Consent Form. Students have learnt more about the Work Experience Programme during recent assemblies and there will be an online information and Q & A session for parents/carers on **Thursday 2<sup>nd</sup> November 6.00pm-7.00pm**. Of course, there will more information for students 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 9<sup>th</sup> February 2024.**

**\*\*\* 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 via *Parent Pay*. **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 9<sup>th</sup> February 2024**. 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**

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✉email: [claire.jonas@tbshs.org](mailto:claire.jonas@tbshs.org)

🌐website: [www.tbshs.org](http://www.tbshs.org)

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

**Key Points:**

**Work Experience dates: 10<sup>th</sup>-14<sup>th</sup> June 2024**

**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**

**9<sup>th</sup> February 2024 deadline for returning ALL paperwork to school *with* payment if required**

**Curriculum Vitae  
of  
Johnny My-Name**

**Personal Details**

Date of Birth: 23<sup>rd</sup> January 2009  
Address: 44, Any Row Cottages, Bishop’s Stortford, Hertfordshire CM23 3LU  
Phone: 08591 741842 Email: [johnnyismyname@gmail.com](mailto: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 2020 - present: The Bishops Stortford High School, Bishops Stortford, Herts  
Working towards XXX GCSEs in Maths, English Language and Literature, French, Chemistry, Physics etc

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

**6<sup>th</sup> Form & Beyond:**

School 6<sup>th</sup> Form then university to study/apprenticeship in ..... 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 E Kelsall – Head of Year 10 The Bishops Stortford High School  
Mr T Hobbs – The Bishops Stortford High School (Form Teacher) **Insert correct name!**

***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  
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 put 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 2024.

I attend *The Bishop's Stortford High School* where I am currently in Year 10 and studying for **XXXXXXXX** GCSE's. My predicted grades are **XXXXXXXXXXXXXXXXXX**, after which I hope to study **XXXXXXXX** in the 6<sup>th</sup> 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 me decide on my future career as well as give me some independence and focus for studying.

The exact dates are **10<sup>th</sup>-14<sup>th</sup> June 2024** when I will be **XXXXXXX** years of age. If you require any further information, do 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**

– although do try to find out the name of someone to write to (eg Human Resources – also known as HR – or the Director of the company etc)

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

# Work Experience Private/Own Placement Request

PLEASE COMPLETE IN BLOCK CAPITALS

<b>STUDENT INFORMATION</b>	
STUDENT NAME: ..... FORM TUTOR GROUP: .....	
SCHOOL: ..... AGE: ..... DATES: 10 <sup>th</sup> -14 <sup>th</sup> June 2024	
<b>COMPANY NAME</b>	
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.)
<p><b>Employers offering Work Experience must agree to undergo a Health &amp; 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 &amp; Safety in the workplace, insurance and work content, in accordance with Department of Education &amp; Skills requirements.</b></p> <p>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: ...../...../.....</p>	
<p><b>CONFIRMATION OF A WORK EXPERIENCE PLACEMENT OFFER FOR THE ABOVE DATES:</b> (This section must be completed/authorised by a company manager or supervisor)</p> <p>AUTHORISED BY: ..... CONTACT'S POSITION: .....</p> <p>PRINT NAME: ..... DATE: .....</p>	

## WORK EXPERIENCE - PARENT CONSENT FORM

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

to spend the period **10<sup>th</sup>-14<sup>th</sup> June 2024** 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		
<b>Will you be finding your own placement?</b> Tick the box that applies.	YES		NO
<b>In which geographic area would you like your work experience to take place?</b> Give 2 or 3 areas and rank them – 1 being your first choice.	1		
	2		
	3		
<b>What kind of job would you like to do?</b> 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		