



Headteacher: Mr D Reeve BSc (Hons)

London Road
Bishop's Stortford
Hertfordshire
CM23 3LU

Telephone: 01279 868686

Fax: 01279 868687

Email: office@tbshs.org

Website: www.tbshs.org

16th January 2024

Dear Parent/Carers,

Re: Year 12 Work Experience Monday 17th-21st June 2024

As highlighted to students during assembly on Friday and to parents/carers during Year 12 Standards Evening, I am writing to inform you of the school's plans for compulsory Year 12 Work Experience when students will be released from the normal school timetable for the week of **17th-21st June 2024**.

The purpose of this scheme is to provide a realistic and relevant insight into the world of work and provide valuable experience for personal statements and CVs as well as prepare students more effectively for their lives beyond TBSHS. In seeking a placement, students should consider carefully their future career ambitions as universities and employers increasingly require candidates to have built up a portfolio of work experience which is relevant to their chosen course or employment.

As part of this learning experience, we expect students in consultation with parents/carers, to arrange a suitable work placement. When contacting prospective employers, you will need to provide an up-to-date CV and a covering letter and all Year 12 students will receive CV guidance and prepare a CV as part of the tutorial programme during March. In the past, we have found the most effective placements are those which are arranged by students through relatives or friends and we hope they will begin the process as soon as possible on receipt of this letter.

Once an employer has confirmed they are able to offer work experience to your son or daughter, please ask them to complete a **Placement Request Form**. It is vital that you ascertain the Public Liability & Employers Liability insurance policy numbers and company name; **we cannot allow the work experience to proceed without this information**. The form should then be returned to Claire Jonas in the library Careers Office along with a completed **Parent Consent form**.

Students are not allowed to undertake their work experience abroad and placements should not be with employers for whom the student already works. Please note, students are not permitted to carry out work experience with sole traders. Students will be expected to behave and dress in an appropriate manner and make their own transport and lunch arrangements. Finally, we expect all students to have returned their completed paperwork to school by **Friday 3rd May 2024**. Should you require any further information, please contact Claire Jonas (claire.jonas@tbshs.org).

Please note, work experience is not optional. Every student is expected to participate and embrace this opportunity - and find out for themselves what the world of work is really like. Failure to organise a placement will result in students having to attend school as normal and spending the week completing a research project to present to their form.

We look forward to working with you to ensure that Year 12 Work Experience is a success and thank you in advance for your support.

Yours sincerely,

Mr J G Y Munro
Assistant Headteacher, Head of Sixth Form



TBSHS: A truly all-round education

