

FAO Parents/Guardians of Year 10 students

9 November 2011

Dear Parent/Guardian,

Year 10 Work Experience

As you will be aware, all Year 10 students will be undertaking a week of work experience during the week commencing Monday 2 July 2012. A Parents Information Evening will be held at 7pm on Wednesday 11 January 2012 to give you details of the programme but in the meantime I wanted to ask you to put the date of the meeting in your diary and to encourage you and your child to start thinking about where (s)he would like to spend the week. Students will be briefed on what they need to know in order to start preparing for their work experience but in the meantime I hope the enclosed information booklet will be helpful to you and will help you support your child through the process.

The main thing I would like to ask is that you seriously consider organising a 'Private Placement' (the booklet explains this), and that you start doing so as soon as possible. As the Information booklet explains, many of our students take up one of the work experience placements we offer through the HCS Careers Ltd WebView on-line placement booking system. This website, which is run by HCS Careers Ltd, will be up and running for Beaumont on Monday 23 January 2012. Many students, however, choose to organise a placement with an employer privately if they have, or can establish, a contact where they would particularly like to spend the week. We would strongly urge you to arrange a placement privately as there are several other local schools undertaking their work experience during the same week as us and there will be significant competition for the placements available on WebView; it is unlikely that there will be sufficient places on WebView to provide all our students with a placement which will interest them. I would also recommend that you try to secure a placement as soon as possible as students at other local schools will be doing the same thing and may be approaching some of the same employers as you may be considering.

If you are able to arrange a private placement please get the enclosed Work Experience Referral Request form completed, and return it to School as soon as possible (but definitely by Monday 20 February) in order that HCS can undertake the necessary checks. I know it sounds as though there is plenty of time but it can sometimes take a little while to get agreement from an employer and have the form completed so the sooner you start the process the better. Please be reassured that once you have identified a possible placement and the employer has agreed to it and completed this form, HCS undertake all the same checks that would be done for a WebView placement – you do not normally have to do any further work over and above letting us have the completed form.

I hope this is clear but if you have any queries please contact myself or Mrs Ann Darnell, the Work Experience Administrator. If you need further copies of this letter, the Information Booklet, or the Work Experience Referral Request form, you can download them from the school website http://www.beaumontschool.com/curriculum/work_experience.php.

Yours faithfully

Mrs Yvonne Powdrell
Assistant Headteacher (Teaching and Learning)