

To parents/carers of all Year 10 students undertaking Work Experience

27 May 2010

Dear Parent/Carer

### **Year 10 Students - Work Experience Placement 4-8 July 2011**

As you know your son/daughter will be undertaking a week of work experience from **4-8 July 2011**. You should already have had details of the placement for your child, and have signed the consent and Agreement forms giving permission for them to undertake the placement.

Could I please ask you to check several things:

- that the contact details and medical information you have previously given, which I will have forwarded to your child's employer once the placement has been confirmed, are still accurate and complete;
- that you are aware (from the Placement Details) of what your child will be doing and the times that they will be at their placement. If these times include early mornings, evenings or weekends please be aware that you need to be available, on the contact number(s) you have given, as the first point of contact for your child's employer should there be any emergency (obviously you should also be contactable at all other times but it is particularly important that you can be reached outside of normal school working hours);
- that your child makes contact with their employer before work experience week in order to introduce themselves and/or arrange an interview (if required). The Placement Details may refer to the employer's requirements in this respect. Even if an interview is not required students must make contact of some sort – this is for reasons of courtesy and ensures both that their employer is expecting them on 4 July and that the student knows what is required of them and where and when to present themselves on their first day;
- that your child can get to and from their placement.

If you have not yet received the Placement Details this will be because the Careers Service is still checking the placement; this does not mean there is a problem, just that agencies have not yet completed their checks. If your child is in this position I will already have written to the Placement letting them know that this is the situation. As soon as the checks have been completed the Careers Service will upload the details onto WebView and I will send copies of the Placement Details and the Agreement form home for your information and signature. In the meantime your child should still make contact with the company in order to arrange their interview and/or hours of work details.

If you need additional copies of your child's Placement Details they are available on WebView if your child logs in using their personal details and PIN. If you have any difficulty with this please do not hesitate to contact me.

For your information, the students are currently working on producing their CV; if their employer would like to see this the students can either send it to their employer or if appropriate give it to them at their interview. They will also have a Journal to complete before and during their work experience at which you may like to look and

to which you can contribute. Please try and remind your child to take the Journal with him/her each day. The Careers Service is currently awaiting a re-print of the Journals and we will give them to students as soon as we receive them. Students should also take with them a copy of their Placement Details as this will remind them (and if necessary their supervisor) of tasks which it has been agreed they may undertake during the week.

During the week of work experience please ensure that if your child is unable to attend for any reason that has not been previously arranged (eg illness), they contact their placement as early in the working day as possible (ideally in advance of the time they are due to arrive), and also leave a message on the school's Absence Line 01727 732987.

During the week of work experience we aim to visit as many students as possible in order to ensure that the placement is progressing well and that your child is usefully occupied: in some cases this may not be possible due to distance, timetabling or other logistical issues but in these cases we will try to contact the employer by telephone instead.

Following the week we ask the students to complete a feedback form, and we also ask the employer to complete an assessment of the student's performance which we keep on record and which can be used for reference purposes in future.

There will be additional information and tips on the school website for your child to access – see [http://www.beaumontschool.com/curriculum/work\\_experience.php](http://www.beaumontschool.com/curriculum/work_experience.php)  
Do keep checking the page as items may be added periodically as they become available or relevant. I would particularly draw your attention to the advice about use of mobile phones and social networking sites – please do ensure that your child is aware of the rules in this respect.

Should you need to contact a member of the school staff urgently about your child's work experience out of hours during work experience week please do so on the following number: 07800 939923. Please do not use this number other than for issues which cannot wait until school is next open, when the normal school contact number can be used.

I hope all the above is clear and that your child is looking forward to their work experience week. Feedback in the past from both students and employers has been overwhelmingly positive and for many it is a highlight of their year.

Please do not hesitate to contact me if you have any queries.

Yours sincerely

Mrs A Darnell  
Community Liaison Coordinator