



Bishop's Hatfield Girls' School

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Dear Parents/Carers

Work Experience Scheme for Year 10 Pupils

1st-5th July 2019

For many years a Work Experience Scheme has been an integral part of the curriculum for pupils in Year 10 and this contributes substantially to the Careers Education programme provided.

The scheme involves every girl spending a week in the work place in an adult environment, responding to demands that are often very different to those met in school.

Work Experience is an opportunity for pupils in Year 10 to carry out real work tasks on employers' premises and experience as closely as possible the hours, working conditions and disciplines they would encounter as employees. The scheme aims to: motivate pupils towards further education and training; teach them about both the opportunities and the frustrations of working life; allow them to apply the social skills taught in school. The placement does not need to have a link to your daughter's intended career path – it is the skills such as timekeeping, teamwork, responding to colleagues and taking initiative that are the focus.

Your daughter needs to find a placement with either yourselves, family friends, neighbours or other community members known to you. These placements offer by far the best opportunities for the girls. Alternatively, you may wish to approach local employers to enquire if they are prepared to offer placements. Please do not approach John Lewis Welwyn, Waitrose or M&S as they have a placement scheme that operates a little differently. I would very much encourage you to make a prompt start in finding a placement, as it can take some time and good placements often go quickly.

When you are arranging a placement please print the attached 'work experience placement form' and ensure the employer completes all sections of the placement side of the form. The completed placement and medical details section should be handed in directly to Mrs Braybrook in the school's reception office.

All work experience placements are subject to verification by our external agency, called Sirrond. It takes time for the employers to be contacted and therefore the deadline for submitting full details of placements is **Thursday 6th December 2018, but we very much appreciate the return of the form as soon as you are able.**

Please note that placements can be outside Hertfordshire (in London for example) but you will need to pay £15 for additional costs incurred. This can be done on Wisepay. These costs cover the Sirrond charges for remote placement vetting. No placement forms outside Hertfordshire will be able to be processed until this payment has been made. The school will continue to cover the cost of all work experience placements within Hertfordshire. Please contact me if this applies to you so the payment can be set up on your account.

In the unlikely event that you are unable to arrange a private work experience placement with your daughter please contact me by email to explain the situation.

The school has arranged a Personal Accident Insurance Policy which covers all pupils participating in a Work Experience Scheme in respect of personal accident. By completing the placement form the Employer has

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accepted or insured her/himself against liability, accident or injury caused to the pupil by the negligence of the Employer or another employee. We must have the employer insurance details, and placements cannot be accepted without this.

Work Experience is a most rewarding time for the girls and we always find they approach it in an extremely positive way. We always receive a great deal of positive feedback from employers. We have found over the years that the girls return with greater motivation and do much better in their studies.

I hope that we can make this an enjoyable learning experience for all. Please do not hesitate to contact me if you require further information.

The attached placement forms need to be returned to Mrs Braybrook in the office by **Thursday 6th December, and sooner if possible**. Incomplete forms will not be able to be accepted at the office.

Yours sincerely

Mrs V Langston
Co-ordinator of Work Related Learning