

Dear Parent

RE: Year 10 Girls and Boys WORK EXPERIENCE – Mon 2nd - Fri 13th July 2012 (inclusive)

As you are probably aware, Year 10 pupils undertake a fortnight of Work Experience toward the end of the summer term. This gives them an opportunity to gain first-hand experience of a possible future career or to learn more about the world of work in general. Pupils are generally successful in finding their own Work Experience placements.

We are asking you to assist your son/daughter in finding a suitable work experience placement. Please remember that jobs in central London will involve greater travelling costs and time. The students do not receive payment for their work-experience.

Pupils have been given an 'Own Find' form to be filled in with the employer's details and signed by their prospective employer. This should be returned to me by **Monday 5th March 2012**. It would be appreciated if forms could come back to me as soon possible for early processing. Historically, the school has employed an organisation called Trident to process work experience claims. However, this year, all Yr 10 work experience placements will be vetted by staff at Hasmorean. May I ask you therefore, not to pass on the Own Find Forms to Trident for processing.

If it is not possible for you to organize a work placement or if a work placement does not meet satisfactory health and safety levels, then we will inform you, and pupils will be given a list of 'options' from previous placements in order to make a selection. A database of potential employers will be made available in the Spring Term on the school website. Pupils may undertake 2 separate placements on different weeks submitting a separate 'Own Find' Form for each employer. Pupils will be supported by teachers in order to find a placement. Written confirmation of placements will be given to pupils in the Summer Term which will also outline the requirements of employers regarding pupil attendance and performance etc.

July is an extremely busy period for work experience within Barnet. The demand for placements is high and the number available is, therefore, somewhat limited. It is therefore imperative that our placements are organized speedily to allow time for these inspections by the school to be made.

Thank you for your co-operation with this matter. Please feel free to contact me on extension 346 (Girls' School) or via the email address below if you have any further concerns.

Yours sincerely

Mr M Rivers-Davis
Work Experience Coordinator – Yr 10
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