

October 2018

To all parents of Year 11 Pupils

WORK EXPERIENCE SCHEME 2019

1st to 5th July and/or 8th to 12th July 2019

Dear Parents,

After completing their public examinations in June pupils go on a week (or two) of Work Experience at a company of their choice. Key points to consider are:

The school's responsibility:

- This generally involves a placement of one or two weeks at an employer's premises where, subject to health and safety considerations, the pupil carries out similar duties to regular employees.
- Pupils are encouraged to develop knowledge, skills and understanding useful for work, including learning about work and working practices and learning the skills for work.
- The school has a legal duty to ensure pupils are not exposed to risks to their health and safety while taking part in activities off the school site.
- The school must check that employers offering work experience have suitable insurance arrangements in place: i.e. Employer's Liability insurance.
- The school has to provide details of all the placements to the company who we pay to carry out checks. This needs to be done soon enough to give them plenty of time to check that each company has suitable health and safety measures and insurance in place.
- If the details of companies are given to us too late to carry out safety checks, your child may not be able to use the company as they will not be insured.
- We have some placements promised to us by various companies (see attached list) which pupils can apply for if they are interested.

The pupil's responsibility:

- Take steps to find a suitable placement: start looking before Christmas.
- **Give in the details to Ms Sanderson by the deadline.**
- Attend briefing and debriefing sessions.
- Return permission slips and letters as requested.
- Complete work experience diaries and reports and submit either by email or in hard copy by end of August 2019. A **Work Experience prize** will be awarded to the pupil judged to have completed the best diary and report. Extra certificates may be awarded if the standard of other submissions is high.
- **Read attached schedule of important dates and keep for reference.**

Please would you make the appropriate deletions on the attached information sheet, sign it and return it to me via your child's Form Tutor **by first day back after half term.**

It is not necessary to have found a placement, but I need to know you have received my letter and whether or not your child intends to find their own placement or use one of ours.

The second form (attached) consists of parts A or B:

- **A** is for self-organised placements. Please return form A as soon as details of the placement are known.
- **B** is for pupils choosing to use the limited number of school organised placements available. Form B can be returned as soon as a decision has been made.
- **TWGGS placements:** This year I have had a number of exciting placements offered to us by companies who had pupils working for them in 2018 and were impressed enough to want more back in 2019. A list of these companies is on the back of form B. I hope to get all these placements filled, so please ask your child to come and see me if they are interested. These placements will be given out on a first-come, first-served basis.
- **Do not delay - secure your school placement soon!**

If any pupil needs any help or advice on finding a placement please do come to see me in the library.

If you have any queries, I can be contacted at school by email on library@twggs.kent.sch.uk

Thank you for your support.

Yours sincerely,

Ms Sanderson
Work Experience Officer

WORK EXPERIENCE 2019
SCHEDULE OF EVENTS AND DEADLINES

October – December 2018

- Return Parental Consent form signed by a parent, on the first day back after half term.
- Make enquiries about placements.
- You may find this website helpful: www.work-experience.org

January 2019

- Finalise placements and give details to Ms Sanderson.

31st January 2019

- This is the deadline for handing in details of **all companies**. There is a 12 week deadline to allow the health and safety checks to be carried out; it is your responsibility to meet this deadline. **DETAILS RECEIVED LATE MAY NOT BE ACCEPTED.**

February-June 2019

- Final instructions received from companies and last minute arrangements made.

Leavers' Day – 27th June 2019

- Leavers' day and briefing meeting for work experience. Information about diaries and reports given.

1st July to 12th July 2019 Work Experience Weeks

Diaries and reports can be word processed and emailed direct to Ms Sanderson, or hand written and posted to the school.

PREPARATION PROGRAMME

5 preparation sessions will be arranged in PSHE lessons between October 2018 and April 2019. The sessions will cover: how to read advertisements for jobs, applying for a job (with advice on how to write a CV and covering letter), interview techniques and how to maximise your potential. The final session will give you advice and information about health and safety while at your work experience placements.

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL

WORK EXPERIENCE SCHEME 2019

PARENTAL CONSENT FORM: PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO CONFIRM RECEIPT OF THE LETTER AND DETAILS CONCERNING THE WORK EXPERIENCE SCHEME

Dates of work experience

Monday 1st July until Friday 12th July 2019 (at least one of these weeks - two if desired)

Name of pupil: _____ **Form:** _____

Address: _____

Telephone Number: _____ **Date of Birth** _____

Email address (if available): _____

Any medical/other details the placement company should be made aware of:-

Parent or guardian please would you agree to the following and sign below:

- I will encourage my child to participate in the Work Experience Scheme and assist them to meet the specified deadlines.
- I will ensure that my child finds a placement or encourage them to take up a school placement if no other is available. In accepting a school placement I agree for TWGGS to pass on my child's name and form to the company offering the placement.
- I give my permission for my child's name and medical details to be passed on to EBP Kent for insurance purposes.

Signature: _____

Date: _____

This form should be completed and returned as soon as possible.
Return this form to your form tutor or Ms Sanderson.
Replacement or extra forms can be obtained from Ms Sanderson.

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL

WORK EXPERIENCE

Details of self-organised placement (form A)

Your name _____ Your form: 11 _____

Name of Company _____

Name of contact at company _____

Their position with the Company _____

Company address _____

Post Code _____ Telephone No. _____

Email address (if available) _____

Exact dates of Placement _____

Please will you give specific details (as far as possible) of the type of work which you have arranged to do with this company (it is not enough to say what type of work the company does); this information is needed for health and safety checks.

If the placement you are considering is a SMALL company you will need to check that it has Employers Liability and Public Liability insurance. If it DOES NOT, it will not get approval for Work Experience placements. Have Checked..... Not applicable.....

Please return this completed form to Ms Sanderson in the Library ASAP and no later than 31st January 2019.

Details received after this time may not be accepted.

TUNBRIDGE WELLS GIRLS' GRAMMAR SCHOOL

WORK EXPERIENCE

Details of school organised placement (form B)

Your name: _____

Form: _____

Name of company you would like to be considered for:

The week you would prefer: _____

I would like a school placement but need advice (please tick): _____

(In this instance please return this form to Ms Sanderson and ask to discuss possible placements.)

Please return this as soon as possible so that we can secure our placements with companies who have promised them to us. Places are offered on a first-come, first-served basis.

A list of companies can be found overleaf.

COMPANIES WHICH HAVE PROMISED US PLACEMENTS FOR 2019

*****UPDATE January 2019*****

Please check availability with Ms Sanderson as many places have already been allocated.

Primary Schools

Work experience in a primary school can be rewarding and enjoyable. We have a number of schools in the area willing to take pupils. Please only apply if you are interested in working with children.

Bishops Down Primary School (Tunbridge Wells)

The Schools at Somerhill (Tonbridge)

St James Infant School (Tunbridge Wells)

St Johns Primary School (Tunbridge Wells)

Miscellaneous

AXA Work Inspiration Programme (Tunbridge Wells)

BDR Civil & Structural Engineering Ltd. (Hadlow)

Closs & Hamblin (Retailers – Tunbridge Wells)

Crossways Community (Residential Care for Adults with Mental Health Issues – Tunbridge Wells)

Hospice in the Weald (Pembury)

King's College London (Craniofacial Development & Stem Cell Biology – London Bridge)

The Forest Vet (Maresfield)

National Trust (Scotney Castle – Lamberhurst)

Search Press (Art & Craft Book Publisher – High Brooms)

Serious Fraud Office (London)

TWGGGS (Administration Offices)

More companies may yet offer us placements. If they do I will let you know later in the term.

Please let me know as soon as possible if you are interested in taking any of these places – they will be on a first-come, first-served basis.

A few words of advice from the Year 11 Pupils of 2018

“Try and seek work experience as soon as possible and research all the placements provided by the school. Go to careers evenings and ask those speaking if they can offer any work experience and don’t be afraid to email employers from any business that you would like to work at.”

“Contact the company or organisation at the beginning of the school year, as it will be easier to get a placement you desire rather than getting one that you are not interested in at all.”

“Choose to do something that you are passionate about and feel like you would benefit from and try to have some ideas about what you would specifically either like to learn or improve on.”

“Try to obtain a placement somewhere that specialises in the field you think you might like to go into in the future as it could help you decide whether or not it is really the job for you.”

“The work experience you do doesn’t have to be completely the same as the career you look to in the future however if you can find something in a similar sector it is a really good opportunity to get a taster of something you may look to as a career.”

“Research the company beforehand so that you have some idea of what you will be doing and what you want to have a go at.”