



October 2018

Dear Parent / Carer of Year 10 Students

RE: Work Experience Monday 24th June – Friday 5th July 2019

All students in Year 10 will undertake a two-week period of Work Experience between Monday 24th June and Friday 5th July 2019 inclusive. I have spoken to students in assembly about the programme on offer and the process of finding and selecting placements. However, as competition for places increases each year, I feel it best to send the information for you to start making arrangements and support your child as soon as possible.

Work Experience is an important and extremely valuable part of the school curriculum and preparation for the world of work. Increasingly employers expect a range of work experience and some local Colleges will only accept students with evidence of Work Experience in their chosen area of study.

The Work Experience placements at Highlands are managed by the Enfield Work Experience team on our behalf. This organisation endeavours to provide a variety of placements for students – however, we believe that encouraging students to find their own placement seems to produce the most rewarding experience.

Therefore, there are 2 options that are available to your child to secure a placement:

1. Private Placement – (Direct Application)

Many of the Employers that we work with are now requesting that students approach them directly by sending a letter of introduction or CV. If your child has a particular type of placement in mind but is having difficulty finding something suitable they should firstly check with me in the Careers Office to see if we have any suitable contacts. Then compile a letter of introduction or CV to be sent to these selected Employers.

Please note we cannot guarantee that the Employer will offer your child a placement.

If the Employer agrees to the placement, your child should arrange for the Employer to complete a Private Placement Form (attached) and return it to me in order for the placement to be processed and essential Health and Safety checks made. **The deadline for the private placement form is Thursday 31st January 2019.**

Please note that employers must have Employers Liability Insurance and Private placements will not be authorised until the Health and Safety checks have been made and we are confident that the placement reaches acceptable standards.

2. Allocated Placement – Students who are unable to find their own placement will be invited to choose from the schools supply of placements during school. Students will complete an online choice form and be allocated an immediate placement. This is an automated process which aims to match students with their preferences. We are confident that even if the placement is not exactly to their liking this still gives them an opportunity to develop skills for work.

Students must secure a placement for the full 2-week duration, ideally in only **ONE** organisation. However, in some cases this may not be possible. If you need to arrange two separate placements, please be aware that the school will only cover the costs of one placement for each student. Booking a second placement will be charged to you at a cost **£40** to carry out a second Risk Assessment including Health & Safety Checks.

We aim to have all placements confirmed by the end of April. I will write to you again, giving you further information, at each stage of the process.

If your child is uncertain about their career interests at this stage, please encourage them to start researching careers. An online IT package called Job Explorer Database is available. Students should speak to me or their form tutor for log in details. Careers information and a range of job profiles are also available online at nationalcareersservice.direct.gov.uk

Finally, if you are able to offer any work placements to other Year 10 students or know of any suitable companies who may be prepared to take part in this programme, I would be very pleased to hear from you.

If you have any questions relating to Work Experience, please contact me in the careers office on Tel: 020 8370 1176 or via email: laurenzs@highlands.enfield.sch.uk

Yours sincerely,

Mrs S Laurenzi
Work Related Learning Manager