



# Hardenhuish School

## A High Performing Academy

10 September 2018

Dear Parents

### **Year 12 Work Experience 15-19 July 2019**

After another successful and beneficial Year 12 Work Experience Programme last year, we will be running the Programme again next summer. Work Experience is a valuable opportunity which allows students to experience life in a working environment. Work Experience also allows students to gain an understanding of specialist skills and qualities that are required for a career they are interested in, whilst further developing their transferable skills. It will also be likely to form an important part of their personal statement or CV. Placements will take place over five days, starting on Monday 15 July 2018 until the end of the day on Friday 19 July 2019.

In previous years we have received positive feedback from parents and students about the Work Experience Programme and the opportunities that students have been offered. Past placements have ranged from schools, veterinary surgeries, law firms and computing companies. For your son/daughter to gain the best experience possible we allow them to choose and source their own placements. Providing the placement can get Health and Safety approval and is based in the UK, your child can approach a wide variety of companies.

A higher level of Health and Safety is required for high risk activities where machines, plant, chemicals or dangerous equipment may put a student at risk. Please note that if the placement is more than 20 miles from Hardenhuish and a full Health and Safety check is required, this will incur a cost based on £0.50 per mile, which regrettably will need to be met by parents. All employers must have Employers Liability Insurance (ELI) and Public Liability Insurance (PLI) for the placement to be approved.

Enclosed is a copy of the steps that are taken when arranging a placement; the first step will be for your son/daughter to start thinking about the kind of placement they wish to attend. This doesn't have to be what they wish to pursue as a career, but it should be an industry that interests them.

The Year 12 Information, Advice and Guidance meeting on Tuesday 19 September 2018 at 7pm will provide more information about our Work Experience Programme and is an excellent opportunity for you as parents to ask questions, raise concerns, generally talk through the process and seek support.

Please do not hesitate to contact myself or Emma Dennien, Work Experience Administrator if you have any questions or generally to talk through the process and seek support.

We hope that your son/daughter will find the Work Experience Programme as valuable as previous students have.

Yours sincerely

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