



Hardenhuish School

A High Performing Academy

September 2019

Dear Parents/ Carers

Year 12 Work Experience 13-17 July 2020

After another successful and beneficial Year 12 Work Experience Programme last year, we will be running the Programme again next summer. Work Experience in Year 12 is a valuable opportunity which 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 13 July 2020 until the end of the day on Friday 17 July 2020.

For your son/daughter to gain the best experience possible we allow them to choose and source their own placements. Past placements have ranged from schools, veterinary surgeries, law firms and computing companies. Providing the placement can get Health and Safety approval and is based in the UK, your child can approach a wide variety of companies.

Enclosed is a copy of the steps that are taken when arranging a placement. Key steps are to identify a field of interest, approach suitable employers and to agree a placement with an employer. Once the placement is agreed students need to arrange completion of the Work Experience Form (also enclosed) which should be handed in as soon as possible, and by the deadline of **Monday 16 March 2020**. Students will be given a printed copy of the form. Work experience is compulsory and students with no placement will be expected to attend school during the week of 13-17 July to complete an online study course.

Ideally students will undertake placements during the allocated WEX week, however, if they find a great opportunity that is only available on different dates, they should liaise with Mrs Brenton and we will accommodate this where possible. Students who have confirmed placements on different weeks may then take study leave for the WEX week 13-17 July.

Early hand in of the forms is encouraged and incentives are available. Students who hand in by Friday 14 February (end of term 3) will be entered into a prize draw for an Amazon voucher. Also, the first Tutor Group to reach 80% of forms handed in before the deadline will win a pizza delivery.

The Year 12 Information, Advice and Guidance meeting on **Wednesday 18 September 2019 at 7pm** will provide more information about our Work Experience Programme. Please do not hesitate to contact myself or Liz Tu, Work Experience Administrator if you have any questions and we hope that your son/daughter will find the Work Experience Programme as valuable as previous students have.

Yours sincerely

Ms V Brenton
Careers and Transition Manager
vjb@hardenhuish.wilts.sch.uk

Contact details for Liz Tu - eat@hardenhuish.wilts.sch.uk

Enc: Y12 Work Experience Guide, Y12 Work Experience Form