



PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

15th October 2019

Dear Parent/Carer

Year 10 Work Experience, 11 - 15 May 2020

All students in Year 10 are given the opportunity to be involved in work experience. Students will attend five days of work experience from Monday 11 - Friday 15 May 2020. Work experience is defined as “a placement on an employer’s premises in which a student carries out a particular task or duty or a range of tasks and duties, more or less as an employee, but with the emphasis on the learning aspects of the experience”.

Students will need to find their own placements which matches what they are interested in and might want to do in the future. No placements will be allocated by the school but we will be available throughout the year to help with application letters, CV writing and making enquiries. All of this information and more is on Google drive under Work Experience. Together with your help, students will be encouraged to search for placements very early on in the year to ensure they secure valuable work experience placements and to avoid disappointment. We cannot stress how important it is to start looking early.

During their placement, students will keep a diary of their week and may be asked to submit a presentation afterwards in one of their lessons. Employers will be asked for a feedback report, which will be kept for the student and can be used for future reference when making applications for work, college or university.

It is expected that students will not take work experience with immediate members of the family, in order to experience the real benefits of the world of work. However, if you would be willing to take on a student from Parmiter’s, please pass on your details by email to a.green@parmiters.herts.sch.uk. We can then pass on these placements to non-related students.

All relevant information about Work Experience for 2020 is on the school Google Drive <https://drive.google.com/drive/folders/1KLCuQzj01fbeq7B1JdfgzxibnGXbzDFs?usp=sharing> and includes forms and documents for download. **The Work Experience Placement Form in also on Google Drive and must be downloaded, completed and returned to Mrs Green by the February half term 2020.** This is a strict deadline, except in extenuating circumstances, in order to avoid last minute applications which do not benefit the employer or the student.

Please note that the insurance details are required and parents/carers should be satisfied with the health and safety of the placement. Checks will not be undertaken for placements unless you request that one takes place and the school will then arrange this.

The key dates for work experience are attached and we would appreciate your assistance in ensuring your child meets the deadlines. Thank you for your cooperation with this important matter and if you need to discuss your child’s work experience, please do not hesitate to e-mail a.green@parmiters.herts.sch.uk.

Yours sincerely

Anne Green

Head of Careers and Work Experience Co-ordinator