



HAYES SCHOOL

Principal: Mr S J Whittle M.A. (Cantab), P.G.C.E. NPQH

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CDS/WEx/IntroParLtr

September, 2022

Dear Parent/Carer,

6th FORM WORK EXPERIENCE

You may recall it was mentioned in your child's 6th Form acceptance pack that all students attending Hayes 6th Form will be expected to complete a one week's work experience placement whilst in Year 12.

This worthwhile activity has been offered for the past seven years to all Year 12 students, and student feedback indicates that it was very beneficial to them having a placement, particularly when that placement was linked to their long term ambitions. Our expectation is that all Year 12 students will be off timetable, to complete their week of Work Experience, **Monday, 5th June to Friday, 9th June, 2023.**

The rationale for this decision is -

- Students will be clearer on their long term career ambitions and any work experience undertaken will be appropriate to be included on their UCAS statement and can be extremely useful in finding future work opportunities;
- It is a valuable part of their education and gives them an insight into working life;
- National Careers guidance from the Department of Education (updated January 2018) mentions "By 18 students should experience work place environment in addition to any part-time job they have".

We understand that some companies may not have fully returned to places of work so will accept that students have a shorter time with companies during the week, and then attend school for the days they will not be on placement.

Students have been briefed on arrangements during an assembly on **Monday, 19th September**. It has been our past experience that students find their own placements. Mrs Stewart, our Careers Leader, and Form Tutors are available to advise and support the students if they need help in contacting organisations appropriately. To initially help out your child has been asked to complete the 'Preference Information Form', available through Satchel One, or (link) <https://forms.office.com/r/BRGZLJRJe1>, which your child should also discuss with you. This form needs to be completed and submitted by **Friday, 7th October, 2022.**

On the Hayes School website under 6th Form, Careers Information there is a Work Experience section for you to access (www.hayes.bromley.sch.uk). You will find relevant forms and additional information pages on this site. For relevant points about work experience please read the "Introductory General Information" sheet (link) <https://www.hayes.bromley.sch.uk/assets/Uploads/Work-Exp-Info-sheet-Parent-Student-Sept-2021.pdf>.

We are sure you appreciate it is necessary for the school to approve a placement both in terms of suitability and Health and Safety requirements. Once a placement has been secured, a second form needs to be completed and submitted, 'Work Placement' sheet <https://forms.office.com/r/myNk7MuDw9> the school will contact the organisation and commence the necessary procedures. If you have contact with an organisation that may be able to supply more than one place, we would be grateful if you could let us know.

The Work Placement form needs to be completed and submitted on, or before, Tuesday 31st January 2023. Unfortunately we will not be able to accept placements after this date.

If you or your son/daughter requires further information please do not hesitate to contact Mrs Stewart, or in her absence, Mr Tucker, Achievement Co-ordinator Year 12.

Yours faithfully,

Mr D. Hazlehurst, Assistant Head

Mrs C. Stewart, Careers Leader

Mr M. Tucker, Year 12 Achievement Co-ordinator



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