



Monday 25th February 2019

Dear Parent(s) / Guardian(s),

Year 12 Work Experience week: Monday 15th – Friday 19th July 2019

In Year 12 all students must organise a work experience placement during the final full week of the summer term. This week aims to teach students invaluable lessons about working environments, as well as helping to facilitate future decisions about career pathways they would like to pursue. In addition, work experience significantly bolsters both personal statements and Curriculum Vitae.

Resources available to all students:

In order to facilitate the organisation of your son/daughter's work experience, all students have access to the support and guidance of their mentor, the Year 12 College Team and our designated careers adviser, Ms. Fiona Farmer. Students can visit Ms. Farmer throughout the day in her office and she is also contactable on the following email: ffarmer@toothillschool.co.uk

Students are also provided with an electronic contact database, which includes a list of where Toot Hill College students have previously been placed, as well as a Toot Hill College Work Experience Handbook; an electronic copy of this resource will also be available on the College Noticeboard section of the main Toot Hill School website. It is essential that your son / daughter makes the most of the support available to them in College, and the opportunity to explore the world of work during the designated week.

Logging the work experience placement on the College system:

Once your son / daughter has organised their work experience placement, they need to log this on the school system so we have a record of where they are spending the week. **It is also essential that the employer has Employer Liability Insurance, which the student must check with the employer and then tick on the school form system to confirm.**

In order to log their work experience, students must complete the online form located at

<https://form.jotformeu.com/90542982415359>

by a recommended deadline of Friday 26th April, but no later than Friday 24th May, 2019.

Other dates:

If your son/daughter is on Travelteer, or has another school-based commitment during this week, we suggest that they aim to organise their work experience placement the week before – Monday 8th – Friday 12th July 2019.

Alternatively, if a suitable work experience placement is found, but it is not possible to arrange this during the dates detailed above, please ask your son/daughter to speak to their mentor or one of us where we will work to find a solution that offers the best possible outcome for the student.

If you have any further questions, please do not hesitate to contact your child's mentor, who will be working closely with them to help organise the work experience placements.

Yours faithfully,

A Elliott

Adam Elliott

Achievement Director – Year 12
Toot Hill College