



Wisdom Service Hope

Principal: Martin Serrão BA, MEd (Camb)

16th January, 2020

Dear Parents/Carers,

Re: Year 12 Work Experience 13th-17th July 2020

As you may know, it is a government requirement for all Year 12 students to gain experience in the world of work. This provides an invaluable opportunity to develop students' skill set for Higher Education and future employability. We have scheduled this work experience to take place from 13th-17th July 2020. This will take place in the last week of half term after Higher Education week. Should students wish to carry out more than one week of work experience and their employers enable them to, they can continue the placement into their summer holidays.

It is compulsory for all students to take part in work experience. The onus is on families and students themselves to organise these placements. In discussion with your child, and in conversation with any contacts that you might have, in any field of business or industry, please do all you can to find a suitable placement. In the unlikely event that a student is unable to find work experience, they will attend school as normal and complete work experience and super curricular activities within the school.

In terms of what constitutes an appropriate placement, you need to find somewhere which is willing to accept a work experience candidate, and it should be in a field of interest to your child. This may be associated with a particular university course or chosen future line of work.

I attach the work experience 'Own Find' Form. Once you have secured a suitable work experience placement, please fill out and return the form to Mrs Phillips, her email address is mphillips@smsj.london.

Whilst we are not able to send a quality assurance officer to the placement to ensure that the correct levels of employer's liability insurance are in place, we would ask that you complete this part of the attached form with the public liability insurance number. Almost all businesses and workplaces should have such a policy. Students whose placements do not have a certificate of employers' liability insurance are unlikely to be able to attend a placement.

The deadline for the 'Own Find' Form to be returned is April 3rd 2020 so I would ask you all to begin searching for places in earnest now. For anyone having difficulty sourcing placements, Mrs Phillips and I are available to support this process. Your child can either speak to Mrs Phillips directly in school or you can contact her by email. However, I would remind you that the school's list of contacts is limited.

We have also had some parents and carers tell us that they would be able to provide a placement for a student in their workplace. If this is the case, please could you email Mrs Philips to tell her so we can collate a bank of placements to help students if they cannot find something relating to their area of interest.

Yours sincerely,

Ms Gershon
Head of Sixth Form
Associate Assistant Principal