



9 May 2017

Dear Parent/Carer

Work Experience Programme – Monday, 17 July to Friday, 21 July 2016

I am writing to introduce the Year 12 Work Experience Programme from Monday, 17 July to Friday, 21 July 2017.

Work experience is becoming increasingly important as a means of providing students with an understanding of the qualities and qualifications needed for work, developing their self-confidence and interpersonal skills and helping them to make useful contacts in the working world. In addition the experience provides invaluable evidence on a UCAS Personal Statement or CV to support reasons why a degree/career path has been chosen.

Past experience suggests that the most enjoyable and successful placements are those sourced by the students themselves. We therefore encourage students to source their own placements with support from the School.

Included with this letter are a Work Experience Application Form and a letter for your child to give to the employer; this will ensure that the employer completes the application form with the necessary details in respect of liability insurance and Health and Safety information. As a parent/carers, you should be aware that you have a responsibility in ensuring that the placement meets the requirements as detailed in the attached letter to companies. This includes sharing with the nominated supervisor, in advance of the start of the placement, any wellbeing / medical condition(s) that could impact your child's enjoyment and / or participation in the placement.

Please make sure that you, your child and the Work Experience Employer fully complete, sign and date the relevant sections of the Work Experience Application Form prior to the deadline. The deadline for the Work Experience form to be returned to Mrs Carro, 6th Form Student Welfare Manager, is: Thursday, 15 June 2017.

Application forms which are incomplete, or not returned by the deadline, will not be processed and the Work Placement confirmation will be delayed.

If you require any help or further information, please do not hesitate to contact myself elecoun@swr.bucks.sch.uk or Mrs Carro scarro@swr.bucks.sch.uk.

Yours sincerely

Miss E Le Count
Head of 6th Form

Head: Mark Mayne

Rose Avenue, Hazlemere, High Wycombe, Bucks HP15 7UB T: 01494 815211 E: office@swr.bucks.sch.uk www.swr.bucks.sch.uk