

# Work Experience 2012



Dear Parents and Year 11 Students,

Over the next few weeks students will be encouraged to pursue and organise a week of work experience which they will partake in later in the school year. It is encouraged that every student exercises this option as it is extremely beneficial.

This year's programme follows on from the success of a new programme that started last year and it will be co-ordinated by myself, Natalie Morgan. Should you wish to contact me at any time please do so via [nmorgan@hymers.org](mailto:nmorgan@hymers.org) I will act as a liaison between parents, students, the Head Master and various other Hymers staff members and issues/problems will be resolved quickly to keep the programme and procedure running smoothly. I am here to help the individual as much or as little as required.

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This year's work experience programme faces some adversity in its timing due to several factors that each student should take into consideration whilst deciding on what is best for the individual. Work experience within the local area has become highly competitive at the top end of businesses and we encourage students to act quickly to secure their places before there is a bombardment from other schools within the city.

There is a window of opportunity for students to choose one or more of the following weeks to engage in work experience of their choice.

<b>Weeks commencing:</b> <b>25<sup>th</sup> June</b> <b>2<sup>nd</sup> July</b> <b>9<sup>th</sup> July</b>
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Please note that during the aforementioned weeks the following is happening concurrently at school. And the final week offered for work experience is actually the first week of school holidays. The following is subject to change so please check with your relevant teachers/coaches. It is also possible to do a week over the summer holidays if none of the above suit due to school commitments.

27<sup>th</sup> June – GSCE German and Design and Technology exams

28<sup>th</sup> June – GSCE Biology exam

29<sup>th</sup> June – Cricket fixture

2<sup>nd</sup> - 6<sup>th</sup> July – Duke of Edinburgh expedition

5<sup>th</sup> – 10<sup>th</sup> July – French trip

Once students have chosen which week they would like to do work experience, the attached paperwork must be completely filled in and returned to the Head Master's office. Incomplete forms will be returned for completion hence delaying the process. There are specific **deadlines** that we ask you to adhere to and myself and the Head Master will be personally following up with individuals should these deadlines pass. There is a procedure that is followed and progresses only once the step prior is completed, ending with each student receiving a personal Certificate of Attainment from the employer which acts as a personal and work related reference of their time at work experience. So I stress your co-operation at all stages of the programme.

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There are *two* approaches to the programme.

## Option 1

Suitable for students who know what industry/fields they would like to do work experience in but do not have the contacts and therefore require assistance from the school in securing a place using our contacts. Should you fall into this category then your forms MUST be returned to school no later than **Friday 6<sup>th</sup> January**. As placements will be competitive and worked on according to the order the forms are returned, I urge you to do this asap to avoid disappointment and secure your first choice of industry. There are some industries that are harder to get into than others, ie. medicine, journalism and accountancy; they are not impossible but placements are definitely limited!

## Option 2

Suitable for students and/or their parents who already have business contacts in their industry of choice and can secure a week of work experience themselves. As this could take some time the deadline for returning these forms is NO LATER THAN Monday 30<sup>th</sup> January. Please note that most places of business will have their own policies and therefore you must inform them of your age in your initial contact with them.

These deadlines are in place for specific reasons as once they are received, each individual's work experience employer must be met with by Health and Safety Officer, Mr Craig Schofield and conform to the School's Health and Safety Policy. As you would appreciate it will take some time for one individual to visit every single employer offering our students work experience. It is important that you are aware that these visits will only take place in the local area. However, should you secure work experience further afield within the UK or overseas, as students did last year, we are happy to support you in this but will not be responsible for the place of employment as it will not be possible to carry out the School's Health and Safety visit.

*I am sure there will be some students keen to gain as much work experience as possible and we will encourage, support and assist those students. Some University degrees have specific requirements so please make yourself aware of these before it is too late. If you fall into this category please note that every week will require its own completed form. Each week of work experience undertaken will be recognised and a Certificate of Attainment obtained which will hold the individual in good stead in their chosen fields and in their UCAS applications.*

If there are students who do not wish to participate in the work experience programme, you too will be required to fill in a form (Option 3) and return it by **Monday 30<sup>th</sup> January** so as every student in Year 11 can be accounted for.

Once again, please feel free to contact me should you have any questions. I look forward to working with you during the programme and hope you enjoy your work experience placement.

Thanks in advance and kind regards,

Natalie Morgan

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## Option 1

Student's Name: \_\_\_\_\_ Contact Mobile No: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Form: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Contact Mobile No: \_\_\_\_\_

Contact Email: \_\_\_\_\_

I give permission for my son/daughter \_\_\_\_\_ (name) to participate in the Hymers School Work Experience Programme as indicated below.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
Please circle ONE of the following weeks in which you wish to engage in work experience.

Weeks commencing:	25 <sup>th</sup> June	2 <sup>nd</sup> July	9 <sup>th</sup> July
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Please circle which, if any, that you will be involved in

27 <sup>th</sup> June – GSCE German or DT / 28 <sup>th</sup> June – GSCE Biology / 29 <sup>th</sup> June – Cricket / 2 <sup>nd</sup> -6 <sup>th</sup> July – Duke of Edinburgh / 5 <sup>th</sup> – 10 <sup>th</sup> – French trip w/c 9 <sup>th</sup> July – school holidays (do you have any holiday plans already? )
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## Option 1

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*Please list your preferred industry/field in numerical order that you wish to be allocated a work experience placement. There are no guarantees of positions/departments.*

	Chosen Industry/Field	Position/Department	Specifics/Comments
1.			
2.			
3.			

Any other information you wish to add: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Work Experience 2012



## Option 2

Student's Name: \_\_\_\_\_ Contact Mobile No: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Form: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Contact Mobile No: \_\_\_\_\_

Contact Email: \_\_\_\_\_

I give permission for my son/daughter \_\_\_\_\_ (name) to participate in the Hymers School Work Experience Programme as indicated below.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

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*Please complete the entire table.*

Company Name	
Address	
Contact Person	Company Title
Their Phone No.	Email

Any other information you wish to add: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Work Experience 2012



## OPTION 3

Student's Name: \_\_\_\_\_ Contact Mobile No: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Form: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Contact Mobile No: \_\_\_\_\_

Contact Email: \_\_\_\_\_

My son/daughter \_\_\_\_\_ (name) does not wish to participate in the Hymers School Work Experience Programme for the following reason/s.

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Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

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