



HEADTEACHER

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12 October 2011

Name of Student

Form: |

Dear Parents

Year 11 Work Experience 2012

As you may be aware all year 11 pupils at The Latymer School undertake one week's work experience placement immediately after their GCSEs. This year the work experience programme runs from 25 June to the end of term on 20 July, although some pupils may have exams scheduled for the week beginning 25 June. We feel that pupils of all ages can learn from these experiences in the world of work and so develop their key competencies and skills and enhance their employability.

In order to obtain good quality placements it is advisable to start planning as soon as possible. There are two ways to obtain placements: through your own contacts or alternatively the school can arrange placements. School placements are limited in number and this year only a few medical placements will be available. From 1 December, pupils who have requested a school placement will be able to view the listing on line, view job descriptions and select their choices.

Enclosed for your information is a booklet explaining the school's work experience programme. The work experience assembly on Thursday 17 November in the Great Hall will give pupils the opportunity to listen to and ask questions of current Year 12 students who completed work experience, summer 2011. The school's careers advisor, Antonia Lewis will be available to talk to parents and pupils at the Year 11 Options Evening on 7 November and a member of the school's administration team and Karen Norris, Work Experience Manager, Enfield Education Partnership will be available to advise parents and pupils at the Year 11 Parents' Evening on 15 November.

Pupils will be monitored during their work placement and most will be visited by a teacher. Pupils have a Profile to complete and this, together with the teacher's report, is placed in their Pupil Progress File. Universities increasingly expect pupils to have undertaken a work placement and referees completing UCAS forms have to comment on such experiences.

If, for any reason, your son/daughter cannot take their work experience immediately after the GCSEs a placement needs to be arranged during the summer holidays or the October half-term in year 12. We require written confirmation of this prior to your son/daughter taking a place in Year 12.

If you are in the position to offer a work experience placement to other pupils please contact Mr Garbett, Mrs Piccirillo or Mrs Conway directly. Mrs Conway is the acting work experience administrator and is available at the school office.

Yours sincerely

Miss L Beskeen
Deputy Head (Curriculum)

Mrs A Piccirillo
Work Experience Co-ordinator

Enc

THE LATYMER SCHOOL

Name of Student:

Form:

When downloading from school website, please write name and form above before submitting to school office

WORK EXPERIENCE 2012

Please return this slip to Mrs Conway, in the School Office by Thursday 24th November 2011

My son/daughter would like to (please tick one of the boxes)

1. organise his/her own work placement

2. have his/her work placement organised by the school

Student Signature

Parent/Carer signature

Date