



# Diss High School

Headteacher: Dr J Hunt

10/01/2018

Dear Parents and Carers

## **Re: Work experience for Year 12 students – Week commencing Monday 9<sup>th</sup> July**

We are keen for students in Year 12 to undertake meaningful work experience in order to support them in their career choices and support their applications for university, apprenticeships or employment. Ideally a student will undertake work experience which is closely related to a career of interest but equally, if this proves difficult to arrange, students can gain a lot of transferable skills and glean a clearer picture of what they do and do not want from a job.

Whilst this should be organised directly by the student, I will endeavour to support students in finding contacts and give additional advice if a student is struggling to find appropriate work experience. If this proves difficult, please contact me to discuss the options and we will consider alternatives on a case by case basis. We also enclose the following documents to support the process:

- *Work experience outline for students*
- *Example of an application letter*
- *Students' and parents' work experience form*
- *Organisation work experience form*
- *Sample risk assessment for the organisation*
- *Student work experience log*

The safety of our students on placements is important; most employers have suitable insurance cover for students aged 16 and over but we will require placement contacts to complete the relevant form to ensure that appropriate cover is in place that the student will not be undertaking high risk activities.

In the first instance, please support your son or daughter to find a suitable placement and complete the *students and parents work experience form*, returning it to school by 28<sup>th</sup> March 2018.

Please contact me for any additional support or to answer questions.

Yours sincerely,

Miss Vivien Pittman  
Assistant Headteacher