



HIGHFIELDS SCHOOL

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December 2023

Dear Parents/Carers

Work Experience

We are pleased to inform you that we are offering students in Year 10 the opportunity to take part in Work Experience during the Autumn Term next year; from **Monday 2nd September 2023 – Friday 6th September 2024**. A meaningful Work Experience placement can take many months to organise and the competition is great for the places that can offer immeasurable opportunities. For this reason, it is important to start the process as early as possible.

Work Experience offers students the chance to gain experience in a variety of situations whilst giving them an insight into the demands of full time work. It has historically been proven that students are more focused on their education after completing their Work Experience, and are motivated and committed to their future.

Work experience can provide students with:

- An insight into different job sectors and careers.
- The opportunity to use and apply skills and knowledge in a professional environment.
- The chance to develop 'employability skills' - sometimes called 'soft skills' – that are required not only in the workplace, but in life. These include communication, working with others and problem solving.
- Improved confidence and self-esteem by showing students what they can achieve outside of a school setting.
- The opportunity to 'try out' an area of potential interest.
- Increased self-understanding, maturity, independence, and self-confidence.
- Increased motivation to continue study and/or undertake further training.
- The opportunity for part-time and casual employment.
- Valuable experience to add to their CV or Personal Statement.

How to Organise a Placement

Due to the amount of time it takes to find suitable placements in the areas they wish to experience, students are encouraged to source their own placements with the full support of the school. This will help to ensure they get the placement that they want and will mean their Work Experience is more suited to their future career choices.

Students should begin to research companies now. It helps to have a list of a few companies as they may have to contact more than one before getting an offer. There is a school database available to support their search. Access to the database, along with key dates and information about the Work Experience process, can be found on the WEX page of the school website: <http://hswv.co.uk/work-experience>.



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The CEIAG Team in school will offer support and guidance to all students in finding the right placement. Further details can be found on the Careers page of our website: <http://hswv.co.uk/personal-development/careers>.

The Tutor Programme will also offer support by providing students with a sample CV and cover letter, along with a telephone script to help with making those all-important telephone calls to potential employers. Students will be given time during form time to work towards finding their placement.

In preparation for your child to participate in Work Experience, we require parental consent. Please complete the [Parent Consent Form](#) before **Friday 19th January 2024**. Please note students **cannot** take part in Work Experience without parental consent.

Once students have been offered a placement, they will need to email the link to the electronic booking form to the relevant employer:

<https://forms.office.com/e/TuxqGuBgMe>

Employers must complete a booking form to confirm the placement.

All work experience placement must be confirmed before Friday 26th April 2024.

Any queries related to Work Experience can be emailed to careers@hswv.co.uk.

May I take this opportunity to say thank you once again for your continued support and I would like to wish you and your family a very Merry Christmas and a happy and healthy 2024.

Yours sincerely

J BRICKWOOD - HEAD OF MIDDLE SCHOOL & THE MIDDLE SCHOOL TEAM