



21st November, 2016

Dear Parents

Work Experience

5th Form students will have the opportunity to complete their work experience after their GCSE examinations, which this year will be organised by St Martha's and you the parents rather than through the Barnet Education Business Partnership. **Work experience will take place from 26th June to 30th June.** This is taking place during the school year and it is hoped that, where possible and practical, teachers will be available to visit the students on their placements and then take in their completed work experience booklets before the end of the Trinity Term by 7th July, 2016.

Work experience is an excellent opportunity for your daughter to enhance her employability skills. It provides students with an insight into working life and gives them first-hand experience of typical working conditions. The placement helps students to develop greater independence and confidence in their abilities while also developing new and invaluable work skills and forms an essential role in many university applications. As this forms a vital part of their education, students will not be paid during these two weeks. They will also be expected to be punctual, polite and helpful to others.

To ensure that your daughter gains the work experience in an area of personal preference, you are asked to try to find your own work placement for her in the first instance. If you find somewhere that is willing to take your daughter but is unable to do the dates specified below, you may choose to arrange for her placement to take place at a different time in the holidays. We recommend you start to find a placement as soon as possible and also that the placement is related to a possible future career that your daughter is considering. For some professions, this is not only recommended but is a requirement; thus work experience in 5th Form could be the vital first step she needs to pursue her particular career path.

We have managed to produce all the documentation required from a health and safety perspective as well as a safeguarding point of view and they are enclosed with this letter. It is vital that they are completed well in advance of any work experience placement. The dates of the placement will be from 26th June until 30th June and we would advise you begin the process of sourcing a work experience placement as soon as possible.

During the placement I will be the point of contact should any issues arise. You will be aware that in the past there has been a charge for these services but having brought them in house there is no longer the need to charge parents for the work experience.

p.t.o

Independent Catholic School for Girls

Camlet Way, Hadley Wood, Barnet, Herts, EN4 0NJ, UK

Tel: 020 8449 6889 Fax: 020 8441 5632 Email: office@saint-marthas.org.uk Website: www.st-marthas.co.uk

 [@stmarthas_head](https://twitter.com/stmarthas_head)

Registered Charity No. 233809





Should you require any assistance with finding a placement please do not hesitate to contact me. We have a good number of parents and former students who may be able to help with work experience placements.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Mr E Whitmore
Careers Coordinator

Independent Catholic School for Girls

Camlet Way, Hadley Wood, Barnet, Herts, EN4 0NJ, UK

Tel: 020 8449 6889 Fax: 020 8441 5632 Email: office@saint-marthas.org.uk Website: www.st-marthas.co.uk

 [@stmarthas_head](https://twitter.com/stmarthas_head)

Registered Charity No. 233809

