

21st November, 2016

Dear Parents

Work Experience - 6th Form

6th Form students will have the opportunity to complete their work experience, which this year will be organised by St Martha's and you the parents rather than through the Barnet Education Business Partnership. 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 by 7th July, 2017.

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. 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 Lower Sixth 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. **The dates of the placement will be 26th June and 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.

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

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