



HITCHIN BOYS' SCHOOL
An Academy Trust

MO/dsb

16 October 2014

Dear Parents /Guardians

WORK EXPERIENCE WEEK - MONDAY, 23 MARCH – FRIDAY, 27 MARCH 2015

This year we will be working with Hertfordshire Chamber of Commerce and Industry (HCCI) to provide an experience of work for a week for all Year 10 boys. I am writing to give you advance notice that the dates for this academic year will be as above. This may seem like a long way off but it is important for your son and yourselves to begin to give serious thought to the type of work that he would like.

Why do schools provide work experience?

- To provide opportunities for students to learn and develop skills in the workplace.
- To learn an appreciation of the needs of industry and commerce and the qualities of employees that are valued by employers.
- To complement what they learn in school.
- To increase motivation and raise standards.
- To learn about themselves as young adults.

This year it is likely that most boys will be asked to choose directly from the placements supplied by HCCI, and not to express preferences of workplace, many of which will not be available (e.g. medicine, armed forces, research scientist, police). Some of these placements are not possible to obtain for reasons of scarcity or employment legislation. Opportunities are also **very limited in accountancy, architecture, design and graphics, journalism, law, science and technology**; these shortages reflect the local and national labour market, and the growing number of businesses unable, or unwilling, to host Work Experience owing to constraints of time and personnel. Where these types of placement are available they will be allocated to the students who most closely meet the strict criteria set by the employers offering such opportunities. Most placements will be observational rather than “hands on” because of Health and Safety guidelines.

Hertfordshire Chamber of Commerce & Industry (HCCI) has developed an on-line work experience placement booking system. Students can “choose” their work experience placements via the web either at school or they could access the site from home. Students can also logon to the site from **9 January 2015** at home with their parents to discuss the placement details and travel arrangements. The system will allow students to make up to five choices and they must give them a number in order of preference. Students will access the site with their own username and PIN. An introduction on how to use the system will be given during Careers/Science lessons.

Head Teacher: Mr M Brown



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Please discuss the scheme carefully together. It is particularly important that the **preferences expressed are realistic in term of your son's abilities, eventual qualifications and personality.** Any medical factors, which might affect the placement, must also be disclosed. Also, please make sure careful thought is given to all workplace preferences, since it is highly unlikely that every boy will have his first preference satisfied.

Each year many parents help to find placements for their sons and/or other boys, particularly when they appreciate that this type of workplace is in short supply. If as a parent, you might be able to help to take any of our boys (including your own son), into your own or another place of employment, I would be most grateful if you could complete the Private Placement Work Experience Request and put it onto the Link2 programme by using the login details which will be provided. Details must be submitted to the Careers Co-ordinator by **19 December 2014** at the very latest; this will allow the necessary administration to be carried out in good time. All opportunities provided by parents will be checked for insurance, health and safety, etc. in the normal way.

A charge of £65.00 is made for all out of County placements, and £20.00 for placements within County. The deadline date is 19 December 2014.

We would be grateful for a voluntary contribution of £5.00 to help towards the Work Experience process. The preferred method of payment is by Wisepay; alternatively cheques can be made payable to Hitchin Boys' School and put in an envelope marked with your son's name and 'Work Experience'. If you are paying by cash, please note that change cannot be given. I would be grateful if this payment could be made by 19 December 2014.

Please do not leave the search for a private placement until a late date, when for example, you might feel dissatisfied with the placement allocated to your son; this causes great stress at a busy time!

Hertfordshire County Council will provide Personal Accident Insurance and this will be arranged for all boys by the school. Employers are not allowed to pay boys taking part in work experience schemes but some may make a contribution towards necessarily incurred expenses, e.g. lunches.

Boys will be well briefed in advance and will be expected to comply with all instructions given by an employer - especially those regarding safety. **ANY QUERIES RELATING TO THE SCHEME SHOULD BE ADDRESSED TO THE SCHOOL AND NOT THE EMPLOYERS.**

Parents should consider that students who are offered work placement with their parents may not gain a wider breadth of social contact and experience if they have worked there previously; the same applies to any other establishment where they have already had part-time work or had some previous work involvement.

Please contact me if you have any queries.

Yours sincerely

Mr R Moore
Careers Co-ordinator

PLEASE RETURN THIS SLIP TO THE SCHOOL OFFICE LETTERBOX IN AN ENVELOPE MARKED WITH YOUR SON'S NAME AND 'WORK EXPERIENCE'

Student's Name: _____ Form: _____

I enclose a voluntary contribution of £5.00 (cheques made payable to Hitchin Boys' School)

I wish to pay via Wisepay: Yes
 No

Signed: _____ (Parent/Guardian) Date: _____