



Wallington
High School for Girls
HEIRS OF THE PAST, MAKERS OF THE FUTURE

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Dear Parent/Carer

I am pleased to be able to give you more information about our work experience programme. Every student in Year 11 undertakes a week-long placement in the Summer term. Work experience is an important part of the Careers curriculum at Wallington Girls and in addition, the Department for Education's most recent careers strategy requires students to have had experience of a workplace by the age of 16, additional to any part-time job they may have. It enables the student to experience the rigours of the workplace and offers an opportunity for them to sample different working environments, which in turn may help them to select a career path, subject options or university course. Many university courses are highly sought after and relevant work experience can indicate that a student is serious about studying it further. It is an expectation that students will be able to talk about their work experience placement as part of their personal statement and use it as an example of how they have developed relevant skills and personal qualities; we also ask all students to deliver a presentation to their tutor group.

Finding a placement can often be a daunting task and so we appreciate your support in helping your child to find a suitable experience. You can do this by considering whether you have any contacts which your child can use and by helping them to explore and research local companies which may be able to provide a placement. You may also be able to offer a work experience placement to another WHSG student; if this is the case, please contact me at the address below.

In this pack are full details of the process, along with the forms that you will require.

I enclose the following:

- A copy of the Work Experience Process, with some key dates
- A Parental Consent Form, which needs to be completed and returned to Mrs Boyle as soon as possible (via the Work Experience box in the second foyer) together with an overseas / outside designated week consent form.
- A letter which your child may give to their chosen employer **should** they ask for a letter from the school, containing Aims & Objectives on the reverse side.
- Letter of Understanding, which explains the process to you, as parents and also to prospective employers
- A Confirmation of Placement form which your child will need to ask the employer to complete once they have agreed to the placement. The completed form should then be given to Mrs Boyle once details have been entered in the database
- Some 'Frequently Asked Questions'

Shortly your child will also receive an individual letter with log-in details to the on-line system, and instructions how to enter details of their placement, please make sure that the log in details are recorded as they are required to enter in the placement details for H & S checking.

Whilst we plan to run work experience during this academic year, we acknowledge it may be difficult for students to find placements in current times and will continuously monitor the situation. Any decisions about whether the work experience week is undertaken normally or completed virtually will be taken nearer the time, and taken after considering relevant guidance. The application process is equally as important as completing the placement itself, so we strongly recommend that your child approaches this opportunity diligently and makes applications as usual.

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

Yours sincerely

Mrs J Boyle
Careers & WRL Co-ordinator
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