

# Carshalton Boys Sports College



Summer 2016

Dear Parents/Guardian

## Work Experience Year 12 Sixth Form

I am writing to inform you of the arrangements for work experience. Year 12 students will be expected to carry out work experience. This can be arranged during non-contact afternoons or non-contact periods throughout the year; special permission from Director of Sixth Form or a block placement of 5 days from 17 – 21 July 2017. Students are able to do both if they wish.

The purpose of this scheme is to provide a realistic insight into the world of work and prepare students more adequately for their role in it. In seeking a placement, students should consider carefully their future career ambitions. Universities and employers increasingly require candidates to have work experience relevant to their chosen course or occupation.

Part of the learning experience involves obtaining their own placements i.e. we expect students, in consultation with parents/guardians, to arrange a suitable work placement with employers themselves. The school is indebted both to parents for their support, and to employers for their goodwill and co-operation in making the scheme work. We fully appreciate any assistance you can give.

Students will be expected to behave and dress in an appropriate manner and make their own transport arrangements to and from the workplace. There are certain restrictions on where pupils can be placed, ie they must be in safe and healthy environments and they can only work for companies which have **Employers and Public Liability Insurance**.

If your son / daughter knows where they are going for work experience he should get the green form enclosed completed by the company.

If you wish to discuss your son / daughter's work experience further please telephone or email me at school.

Yours sincerely

*S J James*

Mrs S J James  
Work Experience Co-ordinator  
[sjames@carshaltonboys.org](mailto:sjames@carshaltonboys.org)

*"Making a Difference"*



Headteacher: Simon Barber

Winchcombe Road, Carshalton, Surrey SM5 1RW

Tel. 020 8644 7325 Fax. 020 8641 8721

Email. [contact@carshaltonboys.org](mailto:contact@carshaltonboys.org) [www.carshaltonboys.org](http://www.carshaltonboys.org)