

# BISHOP



# RAMSEY

Church of England School  
Head of School: Mrs N J Adamson MA NPQH

1<sup>st</sup> November 2018

Dear Parents/Carers,

### **Arrangements for Work Experience in Year 10, Monday 29<sup>th</sup> April - Friday 3<sup>rd</sup> May 2019**

At Key Stage 4 there is an extensive amount of Careers education that is delivered by staff at Bishop Ramsey through the Learning for Life and PSHE programmes of study. This is a very important part of student learning which culminates in a GCSE in "Preparation for Working Life".

The Careers education that your son/daughter will receive includes a period of one week of work experience which is organised and managed by the school. The school has a database of placements but we would encourage you to seek your own placement for your son/daughter using connections you may have. This will enable your child to gain experience in a working environment that best suits their interests.

The school will need to arrange health and safety checks on all work experience placements. In addition to this, all Year 10 students participate in an off-timetable "employability" day in the summer term. This includes a 15 minute mock interview, group assessment and an enterprise task.

Due to the considerable administration costs of both of these activities, we will be making a charge of **£10.00** for each work experience student.

Payment should be made via ParentPay and selecting '**Year 10 Work Experience – 2018/2019**' by Tuesday 6<sup>th</sup> November 2018.

If you have any concerns regarding ParentPay please contact Mrs Hagon on 01895 671002 or email [parentpay@bishopramseyschool.org](mailto:parentpay@bishopramseyschool.org).

Yours faithfully,

**Ms C Priestley**  
**Head of Careers, PHSE & Citizenship**  
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**Tel No: 01895 639227 Ext 698**

**Mrs Chandarana**  
**Work Experience Co-ordinator**  
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