

BISHOP



RAMSEY

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

26th September 2019

Dear Parent/Carer,

Arrangements for Work Experience in Year 10 Monday 27th April to Friday 1st May 2020

At Key Stage 4 there is an extensive amount of Careers education that is delivered by staff at Bishop Ramsey through the PSHE programmes of study. This is a very important part of student learning which enables them to prepare 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 by Tuesday 5th November 2019. Please select '**Work Experience 2019/2020**'. If you have any concerns regarding ParentPay please contact Mrs Hagon on 01895 671002 or email parentpay@bishopramsey.school

Yours faithfully

Mrs D Williams
Head of Careers, PHSE and Citizenship
dwilliams@bishopramsey.school
Tel No: 01895 639227 Ext 706

Mrs V Chandarana
Work Experience Co-ordinator
vchandarana@bishopramsey.school
Tel No: 01895 671071



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Parent/Carer Permission for WORK EXPERIENCE

Please complete this form and return it to Mrs Chandarana in ZLG03

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| Student's Full Name _____ | Form 10 |
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I agree to my son/daughter taking part in the work experience programme.

I understand that if my son/daughter breaks any **UK Law** whilst on the placement, the **Police** will be involved.

I give permission for my son/daughter to see the Careers Adviser for Careers Advise this year.

Signature _____ **Date** _____
(Parent/Carer)

Should you not agree to any of the above please contact Mrs Williams to discuss the matter further.