

November 2017

Dear Parent/Carers

**Year 12 Work Experience 16 - 20 July 2018**

As a key requirement of all University applications it is imperative that students can demonstrate real life experiences of their chosen subjects. All Year 12 students are therefore recommended to participate in one week's work experience during the above week as part of allocated curriculum time. Work experience for Year 12 students has always proved successful and constructive, giving students invaluable insight when considering their future careers. Students committed to other school activities at that time will be invited to work an alternative week to be agreed in advance with Mr Hayward.

This year we have asked students to consider and research an area of work that is of interest to them. During the Deep Learning Day in September, all Yr 12 students were given advice and support and how to write a CV, where to source possible placements and how to approach employers directly to request a placement. Employers are always impressed by this and are more likely to offer a placement as a result. Please be aware when arranging placements that the employer must have Employer Liability and Public Liability insurance cover. Documentation to support this will be checked by the Careers Department and a Health & Safety visit will be carried out.

Since the Deep Learning day, it has been expected that students have been working independently to research relevant placements in their chosen areas of study. This week at F6, during the morning tutor time, additional support will be available from their tutors to help them move forward in securing a placement.

Students that would like work experience in Medicine, Physiotherapy, Law, Media, Veterinary, Architecture and Laboratory Work need to be applying soon as places get booked up very quickly and it is becoming more competitive to secure a place. If students require any help with contacts for these placements, they can visit Mrs Hewitt in the Careers Office and she may be able to help them.

Enclosed is a form for your son/daughter to complete and to return as soon as you have a confirmed placement, and by 29 March 2018 **at the latest**. This is so we have time to carry out all the necessary Health & Safety checks and to process the paperwork.

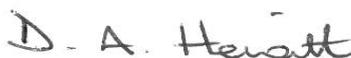
**Also:**

**Do you own or run your own business? Or could you offer a key work experience placement in your workplace for a Yr 12 student?** Here at F6 we are developing a network of companies that are able to offer Yr 12 students real experiences in their chosen areas of study. As a key requirement of all University applications it is imperative that students can demonstrate real life experiences of their chosen subjects. If you are able to offer a placement, please email myself on the address below at your earliest convenience.

Should you have any queries, please do not hesitate to contact myself or Mrs Hewitt, the Careers Officer, at school on extension 230 or email [careers@fullbrook.surrey.sch.uk](mailto:careers@fullbrook.surrey.sch.uk)

Thank you for your support.

Yours faithfully



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**Mrs D Hewitt**  
Careers Officer

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