



Tring School

Mortimer Hill, Tring, Hertfordshire HP23 5JD

Tel: 01442 822303 Fax: 01442 890409 E: tringschool@tring.herts.sch.uk
www.tring.herts.sch.uk Headteacher: Mrs Susanna Collings BSc (Hons), MA, FRSA

January 2012

Dear Parents

Year 10 Work Experience: Ascott & Claydon 25 – 29 June 2012 Halton & Waddesdon 2 – 6 July 2012

All Year 10 students will be going on Work Experience for one week and this year, to create more placements, we have made the decision to run the Work Experience over two separate weeks. Please note the dates differ depending on the House your child is in. Work Experience forms an important part of a student's general education and personal development and helps fulfil our statutory responsibility to provide opportunities for Work Related Learning at Key Stage 4.

The main aims are for students to sample working life and to learn about and develop skills needed for the world of work. Students should be flexible about what they do for work experience as it is often not possible to match students to specific careers at this stage and. (Enclosed on the next 3 pages are further details from HCS). What students can do is also limited in law by their age and must take into consideration the health and safety of any activity undertaken. Companies don't usually make any contribution towards meals and transport costs, so these will have to be met by the student. It is also important to bear in mind there are limited opportunities in Tring and most students will have to travel further afield. All of the above may influence what a student can do for work experience, but we will try our best to accommodate everyone's circumstances.

Documentation and information about how work experience is organised can be found on the school website www.tring.herts.sch.uk under Student Guidance. There is also a power point presentation explaining about work experience. If you have any queries please get in touch with me on **01442 821088**. Students will have access to the Online booking system Webview to make choices from **23rd January 2012**.

Work Experience is organised by the school in liaison with Herts Careers Services, who visit, vet and approve placements, drawing up a detailed information sheet for students. It is this visit and professional vetting of placements that incurs a cost which is passed on to the school. Therefore we are asking all parents for a contribution of **£25** towards these costs. If financial circumstances do not allow this, please advise on the attached parental consent form.

Private Placements

If you would like to set up a private placement for your son/daughter Herts Careers Services always welcome any additions to their employer pool. Private Placements **within** Hertfordshire do not attract an additional charge. If you do wish to arrange your own work experience a form can be downloaded from our website or collected by your son/daughter from me in Connexions. **Only** requests for private placements submitted on the official form will be processed. Please complete Section 1 of the form and pass it to the Employer to complete Section 2 and sign. The completed form then needs to be returned to School. Please note that placements requested **outside** of Hertfordshire (eg London, Beds, Bucks etc) will attract an additional charge of **£25** (making a total charge of **£50**) and we will not be able to arrange these without prepayment. This additional cost arises from Herts Careers Services being billed for additional work by their counterparts outside of Hertfordshire. **The deadline for receipt of private placement requests is Friday 30 March 2012 any requests after this date will attract a charge of £80 regardless of where they are.**

Consent Form

Please return the Consent Form to me in Connexions together with payment as soon as possible and preferably no later than **Friday 17th February**. It is a legal requirement that we have your signed consent to allow your child to go on work experience without the completed form your son/daughter cannot go on work experience.

Yours sincerely

Denise Griffiths

Denise Griffiths
Work Experience Administrator

