

6<sup>th</sup> May 2022

Dear Parent / Carer

**Re: Work Experience Placement 18-21 July 2022**

As part of our Character Curriculum and preparing students for the world of work beyond school, we are building release time for students to undertake work experience at the end of the summer term.

The school does not currently have direct employer links as the pandemic has affected our ability to build such relationships over the last couple of years. We are therefore asking students, as part of their development, to draw on their resourcefulness and confidence to seek opportunities for themselves and secure a voluntary placement for four days, Monday 18<sup>th</sup> to Thursday 21<sup>st</sup> July.

Students are encouraged to explore the network of parents, family friends and acquaintances who may be able to accommodate a work experience placement.

Within school we will be providing help and guidance on CVs and coaching students in how to present themselves positively to prospective employers.

Employers who are willing to offer placements will need approval from the school. We are therefore asking students to provide the company name and nature of business, contact details including email, telephone number and position within the company so that we can share the necessary information to ensure the placement is appropriate and compliant with our safeguarding commitment. We will need all of these details **by Monday 6<sup>th</sup> June to give them half term to seek opportunity?**

*This information needs to be submitted digitally here [Employers Information](#) or via the second page of this letter.*

Thank you in advance for your support.

Yours faithfully,

Damian Edwards  
Assistant Headteacher & Character Curriculum Lead




# Barnhill

COMMUNITY HIGH SCHOOL

RESPECT | WISDOM | ASPIRATION | COMMUNITY

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Headteacher: Barnhill Community High School: Mr J Jones

Student Name	
Students Form	
Company Name	
Nature of business/placement	
Contact name at the company	
Contacts email at the company	
Contacts phone number at the company	
Is a member of your company DBS checked, if so please add the DBS number	
What will the nature of the work experience be	Remote, In the office, In a shop/retail, On site or equivalent

Please return to Mr Edwards Office before 6<sup>th</sup> June

