

September 10

The Royal Masonic School
Year 11 Work Experience
27th June – 1st July 2011

Dear Parents/Guardians,

As you are aware, your daughter/ward is now in Year 11 and will be taking up the invaluable opportunity to participate in the Work Experience week after the completion of GCSEs, the week beginning 27th June 2011. Work Experience is highly regarded on both CVs and UCAS Personal Statements. It makes a candidate see beyond the world of school, makes her a more interesting candidate and increases personal skills and qualities. It will also give your daughter/ward an invaluable insight into the world of employment and help her to consider the key skills needed and valued by employers.

The Hertfordshire Careers Service (HCS) provides two options and there is a charge for this service of £50.00 per girl which will be added to your bill.

WEBVIEW: This is a computer database of companies offering Work Experience across the whole county of Hertfordshire for our allocated week. There will be a Careers session in January when your daughter/ward will be given her personal log-on code and can choose three placements offered by HCS from this database, which she will be able to discuss with you and make a final choice with your approval. You can also access the HCS database from your home. Please ask your daughter to give you her password to enable you to view her choices and double check her travel arrangements to the potential placements.

OR

REFERRAL REQUEST: If you feel it is more appropriate for your daughter/ward to

a. work for a contact of yours or

b. you feel travelling into a Herts placement each day is going to be difficult or

c. she has a **high** interest in one particular career area eg. Law, Art/Design, Medicine, IT, Dentistry, Veterinary, TV/Film/Radio etc. then you will need to choose this option. Please find enclosed in this pack a Referral Request form. You will need to complete only the name of the student section (1a) and then send it to the company for completion of sections 1b, 2 and 3. Mrs Isherwood (Work Experience Co-ordinator) **MUST** receive the completed form by 4pm on the **4th March 2011** and then your chosen company/business will be checked for Health and Safety by HCS.

PLEASE NOTE. HCS will not allow any girl to attend Work Experience without these checks having been completed. A late arrival of this Referral Request form will result in either a £80.00 late fee charge or a refusal to do the checks due to the high volume of companies to be visited. HCS cannot guarantee to provide WEBVIEW placements for high interest areas and so I would recommend that a Referral Request is sought.

If you decide that neither of these options are appropriate for your daughter/ward and you wish to withdraw her completely then a letter of withdrawal needs to be sent to Mrs Isherwood by **3rd December 2010** (in addition to the Work Experience contract contained in this pack).

Please also find enclosed a leaflet explaining Herts Careers Service Work Experience for your information, a timetable of the relevant dates for your ease of use and a Work Experience Contract confirming which option you are choosing and needs to be completed and returned to Mrs Isherwood by **3rd December 2010.**

If you have any further questions then please feel free to contact Mrs Isherwood on her e-mail: **nisherwood@royalmasonic.herts.sch.uk** or your daughter/ward can see her in the Careers Office (top of the stairs in the Resource Centre) on Tuesdays 1.00 - 2.00pm.

Yours sincerely,

Nicola Isherwood
Work Experience Co-ordinator