



COX GREEN SCHOOL

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28th March 2017

Work Experience (Y 12) Study leave and 'What Next?' Evening

Dear Parent / Carer,

This year we are looking at encouraging our Year 12 students to attend a week's work experience from **Monday 17th July to Friday 21st July** in order to enhance their education and prepare them for the world of work.

Students are encouraged to find their own placements via personal contacts or by writing to companies which are of interest.

The main objectives of work experience are to help students:

- Understand how industry and commerce operate
- Find placements related to their choice of career or university course to increase motivation
- Prepare for their personal statements, university or apprenticeship applications or curriculum vitae

As it is the student's responsibility to find and arrange their own work experience placement, **the school will not vet or carry out any checks in relation to the placement provider, either before or during the placement.** Parents and students must ensure that they are happy with the work experience arrangements. Closer to the time, the sixth form team will be checking and confirming that students have made their own arrangements and found placements.

The health and safety executive recommends that anyone who organises work experience placements should satisfy themselves about the health and safety and insurance arrangements of the placement provider. More information about work experience can be found at <http://www.hse.gov.uk/youngpeople/workexperience/>.

Please can you sign the attached form to confirm that you have read and understood the position regarding work experience and return it for the attention of Mrs McKay by April 21st 2017.

Year 13 and beyond:

On Monday 27th March we attended the UCAS Convention in London. This will be followed by our **'What Next?' parent meeting** on Monday 8th May. This meeting provides parents of Year 12 students with information about Year 13 study and the UCAS and apprenticeship application process. We would love to see you all so that you are fully informed on the expectations and timeline of Year 13 at Cox Green School. This event will take place in the school **theatre at 6:30pm, and lasting for approximately 1 hour.** Students are welcome to attend and may find it beneficial. A text RSVP will be sent out week commencing 24th April.



Study leave and Induction into Year 13:

Our current Year 12 students will start study leave on **Friday 12th May**, ensuring that they are able to dedicate time to preparing fully for the upcoming exams. Some students will be required to attend school for additional intervention during this time and the relevant Learning leaders will contact parents and students directly about this.

Students will return for their induction into Year 13 on **Monday 12th June**. We are aware that a very small minority of students will still have an exam after this date and we will adapt their timetable accordingly. Information about the induction process will be sent out before the May break.

Kind Regards,



Lisa Kiely

KS5 Achievement Leader



For the attention of Mrs McKay

I give permission forTutor Group.....to take part in work experience from Monday 17th July until Friday 21st June.

My child will be (name of company).....

Under the supervision of or contact name.....

Supervisor's (or contact) email address.....

Supervisor's (or contact) telephone number.....

Please sign each of the following statements:

1. I confirm that I have read the school's letter dated March 2017 and understand I am responsible for organising the work experience placement for my son/daughter.
2. I understand Cox Green has not under taken any health and safety, safeguarding or insurance checks in relation to the work experience placement and does not vet employers or visit the premises either before or during the placement.
3. I understand that I am responsible for ensuring that the work experience placement is safe and appropriate form my son/daughter and accept that the arrangements are made entirely at my own risk.

Signed.....Parent/Carer

Emergency Telephone Number.....

