

Wednesday 22nd May 2024

Dear Parent/Carer,

Re: Year 12 Work Experience - Monday 10th to Friday 21st June 2024

I write now with an important update about Year 12 Work Experience. As you know, arrangements have been made between Chestnut Grove Academy's Sixth Form and BEST (Business & Education Succeeding Together) Wandsworth for our Year 12 students to take part in a two week work experience across the period of Monday 10th June to Friday 21st June 2024.

This is a **compulsory** part of the school curriculum and helps to prepare students for their next steps beyond sixth form. It allows us to meet the Ofsted/DfE adopted Gatsby Benchmarks (meeting Gatsby 6 - experiences of workplaces) and represents an essential part of our curriculum intent, supporting UCAS and apprenticeship applications with specific experiences which students may cite in their personal statements or supporting letters of application.

Action Required – by Monday 3rd June 2024

This week Year 12 students have been given a '**Parent Agreement Form**' and a '**Job Description**', including the employer's risk assessment, and we need some immediate action in regards to one of these two documents.

1. I ask that both student and parent read and sign the 'Parent Agreement Form' over half-term and return this document as confirmation that the work experience placement may proceed. These should be returned to Ms Bazeley, Sixth Form Administrator, by Monday 3rd June – one week before the start date of the work experience.
2. Employers may request that a student attends an informal interview before the placement start date. Irrespective of whether or not this is the case, it is courteous and good practice for each student to contact their employer by phone, in advance, so as to introduce themselves. This phone call can be made over half-term, but must happen before the end of Monday 3rd June – one week before the start date of the work experience.

All employers listed by BEST Wandsworth have been fully vetted to ensure that they possess the relevant employer's liability insurance, and to guarantee that the work placement satisfies all relevant Health & Safety regulations.

I very much hope that our students experience an enjoyable, robust insight into the world of work and that they each seize this opportunity to develop and hone their 'employability' and 'soft' skills, which they may then reference at a later date. Additionally, if empirical evidence is anything to go on, it is likely that some students may even secure part-time employment from this venture or may establish contacts which they can draw upon in the future.

Important Notice:

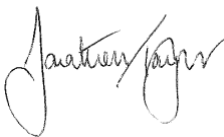
If a student has been entered for a public examination this summer and it clashes with a work experience day, then the student can flag this as part of the initial phone call with the employer. The same is true if the student has a hospital or dental appointment. In both cases, the employer should be made aware of these before the work experience starts.

In the very rare circumstances a student is ill or cannot attend the work experience for any other genuine reason, the student must phone the employer and ask to speak to their supervisor on the morning before they are due to start work. Having spoken to the employer, the student must then phone the sixth form office and inform Ms Bazeley of the non-attendance.

Please note that sixth form staff will be making contact with as many of our employers as possible across the two weeks of work experience to check that Chestnut Grove students are attending, punctual and making good progress. As good time management, reliability, trustworthiness and effective personal organisation and communication are key attributes of valued employees, we will ask whether the student has demonstrated the high expectations we have of our students in terms of their behaviour and conduct.

If you have any further questions, please don't hesitate to contact Ms Bazeley on 020 8772 2558 or by email on sixthform@chestnutgrove.org.uk

Yours sincerely,



Jonathan Taylor
Deputy Headteacher
Director of Sixth Form