



12th December 2023

Dear Parent/Carer,

Year 12 Work Experience: 22nd April – 26th April 2024

I am delighted to inform you that your child will be participating in a week-long work experience opportunity from 22nd April to 26th April. **Please read the information below carefully and complete the necessary forms to ensure your child can participate.**

What is work experience?

Work experience is a compulsory week-long programme for Year 12 students, where students work as an employee. This placement will be facilitated by St Paul's Way Trust School in collaboration with The Switch, an education charity with over 30 years' experience in organising Work Experience placements.

Work Experience is an opportunity for your child to gain an insight into the world of work through a placement in a business or organisation. During this time, your child will gain practical experience while learning about a particular role or sector that interests them. Work Experience is an essential part of a young person's education as it allows them to become better-informed about their future career choices.

The Switch finds placements across Tower Hamlets (E1, E2, E3, E14), the City (EC, WC), and occasionally Central London (W1). If travelling to a different postcode will be an issue for your child, please make this clear in the consent form below.

Lunch is not provided by employers, so students should take a packed lunch or buy lunch during their lunch break. All students will receive lunch breaks, and some employers may provide other short comfort breaks during the working day.

Why is work experience important?

Work experience is now a compulsory part of your child's education, with the government guidance stating that: "Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks."

We ask for your support in encouraging your child to attend their placement, ensuring they are punctual and ready to approach their work in a mature and responsible manner. If your child is running late or will be absent, they must contact their employer to let them know. Please ensure that they do this.

How will my child find work experience?

Please review the table below for a description of the two types of placements, School Organised Work Placements and Student Self Placements. If your child does not self-place, the school will allocate your child a placement. While we try our best to, we cannot guarantee that this work placement will fall within the field of interest of your child. Once school organised placements are assigned, your child will not be able to change this placement.





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Work Experience Placement Types	
School Organised Work Placement	Student Self Placement
The school organises this placement	A student finds this placement themselves
Students can let us know which industry they are interested in by completing this form by Friday 9 th February. The link will also be shared on Teams. https://forms.office.com/e/iUUe7khzdW	Students will need to complete the self-placement form attached to this letter by Friday 26 th January 2024.
While we will try our best to, we cannot guarantee that we will be able to allocate the student to a placement in the industry they say that they are interested in.	The placement will be in the field that the student is interested in.
Students will only have to contact employers once they receive their work experience placement from the school.	Students must contact employers on their own to find the placement.
Your child will be assigned a placement by Friday 23 rd February. On this day, students will receive a letter with their placement details and login information for The Switch's work experience portal where they will be required to confirm their placements.	The deadline for the return of self-placement form is Friday 26 th January 2024 to allow for the necessary checks to take place ahead of confirming the placement.

Upon receiving their placement details on Friday 23rd February, all students will be required to contact their employer to confirm their placement by Friday 8th March. If students want support with this, they can talk to Ms Kawtar or Ms Halima. If a student fails to contact their employer to confirm their placement by this date, the employer may cancel the placement.

If a student does not attend their placement, the student will receive the same sanctions as those for truancy. If a student behaves poorly during their placement, they will receive the same sanctions as those for poor behaviour in school.

Consent and Medical Information

Please complete the consent form below and input any medical and additional information by Friday 26th January.

If you have any questions on the above, please do not hesitate to contact me using the details below.

Yours faithfully,

Kawtar El Ouaraini

Careers Education and Guidance Manager

Email: careers@spwt.net / kawtarelouaraini@spwt.net

Telephone: 020 7987 1883 ext. 131



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CONSENT FORM FOR YEAR 12 WORK EXPERIENCE

I agree to my child taking part in work experience and his/her participation in the activities offered. I also acknowledge the need for him/her to behave responsibly at all times during the work experience placement and realise that there will be school-based consequences if this is not the case.

MEDICAL INFORMATION ABOUT YOUR CHILD

a) Does your child have any conditions which require medical treatment, including medication?

YES ☐ NO ☐

If YES, please give brief details:

b) Does your child suffer from any allergies?

YES ☐ NO ☐

If YES, please give brief details:

TRAVEL ARRANGEMENTS

I give permission for my child to be allocated a placement outside of Tower Hamlets e.g. the City (EC, WC) and Central London (W1).

YES ☐ NO ☐

If NO, please give further details:

By signing, I confirm that I give permission for my child to participate in a work experience placement and his/her participation in the activities offered.

Child's Name: _____

Form Group: _____

Parent's Signature: _____

Parent's Name: _____

Contact Number: _____

Date: _____



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Self-Placement Form

The Switch will find a placement for your child; however, students are encouraged to find their own placements if they want. If so, the following form must be completed and handed back to Ms Kawtar by **26th January** at the very latest.

Only complete this form if you have found your own work experience placement and it has been agreed by the employer you have spoken to. The form will not be accepted if it is missing details.

Student's Full Name	
Form Group	
Company name	
Company address	
Company postcode	
Employer's name and their job title	
Email of employer contact	
Telephone number of employer contact	
Type of job offered (Job Title)	
Department	
How do you know the employer/contact? <i>If you do not know the employer/contact, put N/A.</i>	