



Dear Parents & Guardians,

**Re: Sixth Form Work Experience – Week Commencing 14<sup>th</sup> July 2025**

Recently in our mentoring sessions I introduced our work experience programme, I am writing to you so that you are aware of arrangements for your child and to seek your support and encouragement in helping them secure a work experience placement.

Relevant work experience is increasingly viewed as an essential part of any good application for higher education and apprenticeships. For candidates equally good on paper applying for courses/jobs, it could well be the work experience which tips the balance in favour of one candidate over the other.

Of course, there are many enrichment activities and experiences that a student can engage in to make them a more 'rounded' applicant e.g. extra-curricular activities, clubs, sports, volunteering. The school strongly recommends that Y12 students engage in some sort of face-to-face, career-related, or course-related work experience. To allow students time to do this we have allocated the **week commencing 14<sup>th</sup> July 2025** as work experience week. Students should aim to arrange work experience for this. If this is not possible, then they may choose to arrange it during a holiday period, if this is the case we will authorise the student to not attend school during the work experience week. In recent years, the use of 'virtual work experience' has become increasingly popular, we strongly advise students to engage with such an experience. However, virtual work experiences can often be completed at any point throughout the year. Our work experience week is designed for students to gain face-to-face work experience. The use of virtual experience for this week will not be authorised.

There are various sources of help:

- Personal contacts - family / friends / neighbours / teachers
- Online: Google search for business in the local area, Yell.com, Speakers for Schools (students have recently received their sign-up details via email)
- Placements need not be home-based if you can arrange accommodation in another part of the country.

I have uploaded resources to the student's EduLink account, this includes a sample letter/email to send to prospective employers, guidance on obtaining work experience and CV writing and the form that must be completed by the student, yourselves, and the employer. It is up to the student to organise work experience. Please note that you and your child must ensure that you are happy with the working conditions of the placement. Employers used to accommodating work experience students will have health and safety procedures in place. However, if you are in any doubt about a particular placement, you or your child are arranging then your child must not commence work experience there. Please find an alternative placement.

On completion of their work experience, students may like to ask the employer to produce a short testimonial which I can use to inform the reference-writing process for UCAS or a future employer.

Yours sincerely,

*Mr Carl Daly*

Director of Post-16 (Interim)

***Respect Responsibility Aspiration***

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