



The Tiffin Girls' School

Richmond Road Kingston upon Thames Surrey KT2 5PL
020 8546 0773 contact@tiffingirls.org www.tiffingirls.org

Headteacher: Ian Keary

September 2020

Dear Parents

Work Experience 5 – 16 July 2021

I am writing to inform you about the Work Experience Programme that we offer every student in Year 11.

Work Experience is very valuable in giving young people a greater understanding of working life and guidance towards future career choices. Students often refer to the experience and skills they have developed through their work placements in their UCAS personal statements.

Our scheme operates by encouraging students to arrange their own Work Experience placements. This in itself gives your child valuable experience by taking responsibility for the process. Your child's placement should ideally take place during the school Work Experience fortnight (see above). Placements may be arranged through family connections or by students applying directly to companies in which they are interested.

Although your child is ultimately responsible for ensuring that they have an appropriate placement, we do have a number of contacts who have provisionally offered placements for next summer. Details of these will be emailed to students by Mrs Broadbent, the Work Experience Coordinator, as "job vacancies" to be applied for.

As soon as your child has arranged a placement they must give full details to Mrs Broadbent. Placements should be arranged by **Thursday 1 April 2021**, to allow time for insurance and risk assessment information to be obtained from employers.

Relevant documents listed below are attached to this letter. Please read the Notes for Parents carefully. These documents are also available to download from the school website:

<http://www.tiffingirls.org/Students/Careers-and-Work-Experience.aspx>

- Work Experience Agreement (to be handed in by Wednesday 14 October)
- Notes for Parents
- Work Experience Information Booklet

I wish your child success in finding a placement and hope that they will enjoy their Work Experience. If you have any queries regarding Work Experience please contact Mrs Broadbent: workexperience@tiffingirls.org (020 8546 0773 ext 223).

Yours sincerely

Ms K Kilpatrick

Assistant Headteacher