

9<sup>th</sup> September 2016

Dear Parents/Guardians

### Year 12 Work Experience

At Judd we place great value on the skills learned and the experience gained in the workplace and consider it an integral part of preparation for adult life. Increasingly employers and universities are looking for evidence of work placements and we would therefore like all students in Year 12 to develop their employability skills and make the most of their opportunities by undertaking work experience at some point this year.

By approaching it in a flexible way, enabling students to choose whether they do a block placement over one or two weeks during any of the school holidays or to use free periods in their timetable each week to take up volunteering placements, we hope that each individual will experience something in which they are truly interested. Those choosing the volunteering option could take up placements in schools, care homes, charities etc which are always valuable, especially when considering careers that require evidence of long term commitment or working in a caring environment such as Medicine, Veterinary Science or Law. Taster weeks and courses are also acceptable and are particularly useful for science or engineering subjects.

We would like your son or daughter to be proactive and take the initiative by arranging a placement themselves. If you or your company are able to offer work placements I would be very interested in hearing from you as we are always in need.

When a placement has been completed please ask the placement provider to fill in a feedback form (a copy of which is attached to this letter) and return it to me. This form can also be downloaded from the careers page on the school website. There is no limit to the number of placements you may do. Work experience or internships should be something that is continually undertaken throughout school and university.

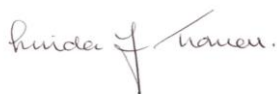
When arranging any placement it is advisable that you check that the company has Employer's Liability Insurance and that you are satisfied that it is a safe environment for your son or daughter.

I would also like all students to write a CV which should be emailed to me by half term. This will be used by me to send to employers, if asked for, and also for the practice interviews which are held in the summer term for all year 12 students.

All details of placements should be sent to Mrs Thomas as soon as it has been arranged by completing the form below. [linda.thomas@judd.kent.sch.uk](mailto:linda.thomas@judd.kent.sch.uk)

Alternatively if you did a placement during the summer this will also count so please do send me the details.

Yours sincerely



Linda Thomas  
Careers & Higher Education Adviser  
[linda.thomas@judd.kent.sch.uk](mailto:linda.thomas@judd.kent.sch.uk)

**Placement Details for Work Experience**

Student Name ..... Form .....

Name of Company .....

Address .....

.....

.....

.....Postcode .....

Telephone No. ....

Contact Person at Company .....

Their email address .....

Dates of Placement and Type of Work.....

Please return to Mrs Thomas in the Careers Office or email details [linda.thomas@judd.kent.sch.uk](mailto:linda.thomas@judd.kent.sch.uk)

## The Judd School Employer Evaluation Form

Thank you for taking a Judd Work Experience student this year. It would be appreciated if you could fill in this form and send it back to the school as a record of the valuable skills learned whilst working with you. Please email to [linda.thomas@judd.kent.sch.uk](mailto:linda.thomas@judd.kent.sch.uk)

**Name of Student:**

**Name of Company:**

**Date of Placement:**

### **Personality & Professionalism**

(Please tick the appropriate box. 1= weak, 5= excellent)

	1	2	3	4	5
<b>Punctuality</b>					
<b>Suitability of Dress</b>					
<b>Attitude &amp; Interest</b>					
<b>Self-confidence</b>					
<b>Relationship with others</b>					
<b>Responsibility</b>					
<b>Initiative</b>					
<b>Adaptability</b>					
<b>Skills</b>					
<b>Ability to work in a Team</b>					

## **Employer/Supervisor Comments**

Please use the space provided below to make any further comment about the student if you wish.