



Brighouse High School

Finkil Street, Brighouse, West Yorkshire, HD6 2NY. Tel: 01484 710408 Fax: 01484 400638
Email: admin@brighouse.calderdale.sch.uk Website: www.brighouse.calderdale.sch.uk

Headteacher: Mrs E Cresswell. B.A. (Hons), N.P.Q.H.

3 October 2017

Dear Parent/Carer & Student,

Re: Year 12 Work Experience Monday 9th - Friday 13th July 2018

For the second year running students at Brighouse Sixth Form completed a successful week of work experience in July 2017. The comments from both students and employers were overwhelmingly positive in terms of allowing students to plan their future destinations/careers and also to gain valuable work skills and improve confidence.

Placements were secured in solicitors, schools, hospitals, engineers, estate agents and charity organisations to name just a few. Many students travelled to Leeds or Manchester each day and some gained a week in London firms. It is a national requirement that all students participate in a compulsory work experience placement as part of their Post 16 Education and we are looking forward to another successful week in July 2018.

To support students with both UCAS and employment/apprenticeship applications, we encourage students to work in an area that they are interested in and part of their possible future aspirations so that the experience is both meaningful and informative.

In addition to the week placement we also encourage students to secure other experiences/placements particularly if they are planning a career in teaching or the NHS where the days required exceed the 5 days placement. This can be organised in a student's non-timetabled time.

The Next Stages:

- Students should start the process of contacting prospective employers as soon as possible. All placements should be organised by Christmas. **Although we will support students with this process we do expect them to make a significant effort in researching and making contact with an employer.**
- All students who require support with their Work Experience may make an appointment at the Sixth Form reception to see Heidi Haigh. Appointments are available on a Thursday morning and Monday, Thursday and Friday afternoon.
- Yvonne McGibbon (Post 16 Careers Advisor) is also available in college on a Tuesday morning or Thursday afternoon and we strongly advise all students to make an appointment in coming weeks to discuss future destinations.

- Ensure your CV is up to date or create a new one. Students can ask the careers team to check any formal documentation. (When students make arrangements for work experience placements and contact employers we remind them to use a formal and appropriate style of writing and also to enclose a CV)
- Before the end of November all students will be allocated an appointment with a member of the careers team to discuss their progress.
- Once placements are organised all the Employer's Appendix Form should be completed with employer information by 2nd March 2018 (NB for all arrangements / including Insurance details for out of area placements)
-

As you will appreciate with such a process there is a lot of paperwork and planning ahead and your co-operation and support is appreciated. Throughout the year both parents and students will receive further information.

Please do not hesitate to contact Heidi Haigh on 07946 329189 or email h.haigh@brighthouse.calderdale.sch.uk if you have any queries.

Yours faithfully



Mrs. Lorna M Aitken
Head of Information, Advice and Guidance (IAG)