

CHINGFORD FOUNDATION SIXTH FORM

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November 2018

Dear Parent / Carer,

Re: Year 12 Work Experience / Work Shadowing / Volunteering

It is increasingly important that students of Sixth Form age undertake purposeful work experience. This can help considerably with applications to universities and subsequent job applications. It will undoubtedly give to students, who make the most of such opportunities, an advantage over others. It is especially important for those who are going to apply for the most competitive undergraduate courses to complete relevant work shadowing. Furthermore, such experience is a common practice amongst the best quality Sixth Forms.

To that end we expect all our Year 12 students to be undertaking 1-2 weeks of work experience / shadowing / volunteering, in the summer holidays after the end of this current academic year. Students, assisted by Parents / Carers should be taking action now to set up their work experience. This may be made using family links and / or direct approaches to employers. It is important to stress that the arrangements operate directly between the student and the chosen organisation, and that students need to make their organisation aware of any medical / health issues.

Advice about work experience is available to individual students from relevant subject teachers and Sixth Form pastoral staff.

To that end we are asking all our Year 12s to start planning their work experience *now*. In addition, we are asking students to complete the attached information sheet countersigned by parent / carer, which should be returned by **Thursday 31st January 2019**.

Thank you for your on-going support.

Mr G Jenkins

Assistant Principal – Head of Sixth Form

Aiming to develop students who are caring, resourceful, employable and well-qualified.

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