



16 January 2014

Dear Parents/Guardians,

Re: YEAR 10 WORK EXPERIENCE PROGRAMME

Year 10 students are reaching an age where they need to start thinking about their longer term futures. They've started this by choosing GCSE options and studying in areas that interest them, and the next step is an introduction to the world of work. They will complete a Work Experience Programme during our whole school activities week from Monday 16 June – Friday 20 June. During this time, students will join a company in Shanghai to learn more about its operations and roles of the employees.

To tell you more about this, I would like to invite to you to an information evening on Thursday 23 January, 6.30pm – 7.30pm in the Secondary School auditorium, where Mr Share, Mr Kelly, and Ms Cavanagh will provide you with more information about the programme.

What is work experience?

Students will spend one week with a company in Shanghai to gain a valuable insight into the world of work through hands on experience. Students will be given appropriate tasks and projects to work on during the week as well as a chance to observe the companies employees.

It is a fantastic opportunity for students to find out more about a particular job/career within a professional setting. It is a chance for students to develop key skills such as working with others, using their initiative and acting responsibly. Work experience may also help students to make important decisions about their own future subject and career options. Work experience is a vital part of your son or daughter's education and we expect all students to participate.

What do parents need to do?

Finding a suitable company/organisation is essential to the programme. It is vital that students complete work experience in a safe and productive environment. Your help with this is much appreciated.

We have already identified a number of companies willing to accept students who are interested in teaching, medicine, banking, veterinary and charity work. Students seeking placements in these areas will be invited to meet with me, Ms Cavanagh to discuss further.

For the remaining students, parents and students will be responsible for finding a placement. This is an ideal opportunity to get the students involved in taking responsibility for their own workplace.

THE BRITISH INTERNATIONAL SCHOOL

Puxi, Shanghai



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To help you, I have attached a letter to prospective companies with information about the programme. Once you have found a company who agrees to offer work experience to your son/daughter, please provide brief details on the attached form and return to Form Tutors by Friday 11 April. We will then contact the company directly to make all of the arrangements. To ensure that the students get the most out of the experience, we ask that they do not work directly with their own parents.

I look forward to seeing you at the Information Evening in January. We will explain all of this in more detail then, but please feel free to contact me at, li-cavanagh@bisspuxi.com if you need any help in finding your son/daughter a work placement, if you are able to offer a placement to one of our students or if you have any other questions.

Yours faithfully,

Lisa Cavanagh
Head of Year 10

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YEAR 10 WORK EXPERIENCE PLACEMENT FORM

Please return this form to Form Tutors by Friday 11 April.

Important

Students are not paid for their work experience. Companies are not expected to provide insurance for students.

STUDENT NAME

FORM

COMPANY NAME

TYPE OF COMPANY

For example, engineering, fashion, retail, or hospitality

NAME OF CONTACT PERSON

Individual who works for the company who can be contacted by our school to arrange the placement

COMPANY ADDRESS

CONTACT EMAIL ADDRESS
NUMBER

CONTACT TELEPHONE

ADDITIONAL INFORMATION

If you have any important additional information about the work experience placement, please state below.

We are aware that some students may complete work for companies where English is not the first language. **If the contact person named above does not speak English, please state their first language below.**