

Dear Year 12 Parent/Carer,

9 February 2023

As part of our careers provision for our sixth form pupils, the School is committed to providing our young people with the opportunity to explore future career pathways through a meaningful experience of the work place for all of our Year 12 pupils. The School allocates one working week during the Summer Term, after our Year 12 internal assessments, dedicated to Year 12 Work Experience, where pupils can have up to 5 days where they can spend within a working environment. **This year our Work Experience week is Monday 26 June to Friday 30 June 2023.**

While we continue to work hard to source these placements for our young people, the School would welcome any support from our parent/carers community in helping us achieve our aim of providing a meaningful experience of the workplace in Year 12.

We would ask, then, that all of our Year 12 parents/carers consider if they are able to source a placement for their pupil, either through their own professional networks or perhaps through their family or friends. The School can provide guidance if you are unsure on what to request from a work experience placement and support you in having those conversations. The placement can take place during our allocated Work Experience Week in June, or it can take place during any half term or school holiday so that it does not disrupt your pupil's academic timetable. If you are able to source a placement for your pupil, please complete the attached form and return this to Ms Browne (Central Futures Coordinator) via email (brownec@cfbs.islington.sch.uk) or via post (Cowper Street, EC2A 4SH, London). **We would ask that these forms are returned to us by Monday 17 April 2023.**

We would also welcome any parents/carers who feel they could support the school further by providing placements for additional Year 12 pupils. Please contact Ms Browne to initiate this conversation.

We thank you in advance for your support with this initiative and look forward to working with you and your pupil as they explore potential pathways for their future.

Kind Regards,

Ms Browne

E: brownec@cfbs.islington.sch.uk



CENTRAL FOUNDATION BOYS' SCHOOL

Work Experience Own Placement Form

(This form must be completed and signed by all employers offering private placements)

Central Foundation Boys' School

Cowper Street, London EC2A 4SH (Tel: 0207 253 3741)

Monday 26th June- Friday 30th June 2023

Details of Company/Organisation

Name of organisation:

Address:

Post Code:

Phone No:

Email:

Nature of Business:

Approx. no. of employees:

Name of person to contact:

Job Title:

Name of student to whom you are offering a placement:

.....

Are you a relative of the student?

.....

HEADTEACHER: JAMIE BROWNHILL

CENTRAL FOUNDATION BOYS' SCHOOL, COWPER STREET, LONDON, EC2A 4SH

T: 020 7253 3741 | F: 020 7336 7295 | E: info@cfbs.islington.sch.uk | W: www.centralfoundationboys.co.uk



CENTRAL FOUNDATION BOYS' SCHOOL

Are you able to offer additional placements at a different date?

Yes/No

Is the placement definite / subject to interview (Please Circle)?

Yes/No

Hours:.....Day/s

Dress Code.....

Please list the main tasks the student will undertake:

-
-
-

Employers Certificate

We confirm that this organisation has in force current insurance policies for Employers and Public Liability, and that we have/will notify our insurer(s) about the placement. We understand that we will be contacted by Ms Shaw to arrange a Health and Safety visit.

(Please note, as a matter of basic principle, employers must notify their insurers of the sort of activities which students undertake and should make sure they obtain from the insurer that the risk has been accepted)

Signed..... Date

Position Held.....

Public Liability Insurance No

Expiry Date

Employers Liability No

Expiry Date