



Dear Year 12 Parent/Carer,

28 March 2024

As part of our careers provision for our sixth form pupils, the School is committed to facilitating our young people with the opportunity to explore future career pathways through a meaningful experience of the work place. 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 1 July to Friday 5 July 2024.**

The Central Futures team have worked hard to source work experience placements, which Year 12 pupils will be able to apply for over the April holidays. Details of these placements and the application process can be found on SMHW, and all applications are due by Friday 12 April at 4pm.

The School also welcomes any support from our parent/carer community in helping their young person secure meaningful experience of the workplace in Year 12.

Do consider if you are able to source a placement for your young person, either through your own professional networks or perhaps through 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 July, 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](mailto:brownec@cfbs.islington.sch.uk)) or via post (Cowper Street, EC2A 4SH, London) **ASAP**.

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](mailto:brownec@cfbs.islington.sch.uk)

HEADTEACHER: JAMIE BROWNHILL

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

T: 020 7253 3741 | E: [info@cfbs.islington.sch.uk](mailto:info@cfbs.islington.sch.uk) | W: [www.centralfoundationboys.co.uk](http://www.centralfoundationboys.co.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 1<sup>st</sup> July – Friday 5<sup>th</sup> July 2024

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### 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

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# 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

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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 .....

HEADTEACHER: JAMIE BROWNHILL

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