15 March 2018

Dear Parents/Guardians

Year 12 Insight Week 16-20 July 2018

To support the information given at the Year 12 Parent’s Information Evening in the Autumn Term, I write to confirm details about the work experience opportunity available to Year 12 students known as ‘Insight Week’. The students received this information last term, so this letter is for your information.

Each year we offer all Year 12 the opportunity of work experience in an area they may be considering as a future career. It is an excellent way of determining the suitability of a chosen type of work, and of developing their application and interview skills. If the experience reveals that this is not the right career direction for them, they will then have the opportunity to reconsider their future before entering Year 13 when they begin to apply for university/college courses and jobs.

In Year 11 all students took part in the programme of work experience organised by the School, whereby we provided the students with placements at approved employers. Insight Week differs to Year 11 work experience in that the onus is on the students themselves, not the School, to secure their work placements. To this end they have to prepare their CV, letters of application, research job opportunities and contact potential placement providers. Employers and Universities are placing more and more emphasis on the importance of work experience when considering applicants. We therefore believe this exercise is an essential part of the Sixth Form curriculum and prepares the students for life beyond the sixth form.

As part of their first Enrichment Day of the year on Wednesday 4 October, Year 12 participated in various workshops to help prepare for their work experience. The day was made up of:

- CV Building / Telephone & Interview Skills Interactive Workshops – run by ‘YourFirstInterview’ – a company with whom we have successfully worked well over the past few years. They have drawn up tailor made workshops for our students, and students were invited to forward their completed CVs to be professionally critiqued on completion.
- Research and Action Plan sessions. Students were encouraged to brainstorm all their contacts, utilise various software and other resources available to them, in order to build up their own list of potential placements and an Action Plan for the coming weeks to ensure they secure both a work placement and sufficient volunteering opportunities to achieve the V50 Award by the end of this academic year.

Following the Enrichment Day, all Year 12 students should be aware of our expectations of them to seek a placement on their own initiative. Placements with some companies, such as larger banks, hospitals etc can take several months to process, therefore it is important to apply as soon as possible to avoid disappointment, if they have not already done so. All students must have secured a placement by **Friday 8 June 2018**.
The Government has now made it easier for companies to offer work experience to young people, cutting down on the red-tape and paper work. They class 'young people’ as those aged 16-18 (ie our sixth formers) who are covered under a company’s usual Employer Liability Insurance.

The guidelines we have been given by the Health & Safety Executive in terms of risk assessments for the over 16s is that for ‘low-medium risk’ placements (ie schools, offices, jobs based in familiar surroundings) satisfactory completion of an Employer H & S Declaration Form should be sufficient for the School to allow the placement to take place. For ‘high risk’ placements (eg jobs involving handling of chemicals, heavy loads, animals) we are advised to follow our usual procedure of getting full health & safety checks carried out.

The result of the above is that for the vast majority of our Year 12s, their work placements will be classified as ‘low-medium risk’ and will incur only a voluntary charge of £10. This covers the cost of the professional CV workshops and feedback, the assessing of Employers’ Declaration Forms, and a ‘random’ H & S checking of 10% of all placements by qualified assessors, which is required by the H & S Executive. In the rare case of high risk placements, the cost of H & S checks are £50 (in Herts) and £60 (outside of Herts).

A Health & Safety Employer Declaration Form is attached which should be completed by the employer and returned to Mrs Pickford once a placement has been obtained by your son/daughter. Wherever possible students are requested to find placements within a reasonable daily travelling distance from Rickmansworth. We will notify you if the placement is deemed ‘high risk’ on return of the completed Declaration Form, but this is a very rare occurrence for the majority of our students.

I would be grateful if you could complete the on-line slip confirming your understanding of the arrangements for Insight Week by 29 March, together with the £10 voluntary payment via Scopay.

We appreciate that our end of year arrangements are slightly different this year. As you have already been notified, whilst staff will still be on-site we are closing the School to students one week early on 13 July to enable the new building works to be finalised. We would still expect Year 12 to complete a week of work experience during this final week, but appreciate that some of them may be away on holiday, in which case placements should be organised for another week during the Summer holidays, or can be made up of several shorter experiences. For those students on Outlook Expeditions, this experience will count as their Insight Week, although they are obviously welcome to organise additional work experience at another time if they so wish.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Mrs L Pickford
Head of Careers & Work Related Learning

EM: lpickford@rickmansworth.herts.sch.uk
To: Bursar’s Office
Re: Year 12 Insight Week 16-20 July 2018

Form & Teaching Group .................................................................

☐ Having read and understood the details of the visit as set out in the letter of 15 March 2018, I wish my son/daughter .......................................................... (Name in block capitals) to participate in ‘Insight Week’.

☐ I acknowledge the need for my son/daughter to behave responsibly and agree to the School’s procedures in this respect. Although the staff of the School escorting the party will exercise due care and attention, I understand they cannot necessarily be held responsible for any loss, damage or injury, which may befall my child named above during or as a consequence of the journey and visit. I understand that upon return to School my child will no longer be under the authority of the School and my child is aware of the arrangements for getting home.

☐ I understand that the School reserves the right to remove any student whose behaviour at School does not meet the standards required of all our students. In such cases any deposits paid will be non-refundable, and the full cost of the trip may be payable if a replacement cannot be found.

☐ I understand that I must notify the School office of any change in the medical condition of my son/daughter, and of any change to the Emergency contact numbers provided below.

Emergency Contact Number 1:..........................................................

Emergency Contact Number 2:..........................................................

Please tick against method of payment below:

Online payment: I am registered for the School internet payment facility and would like to make online payments. Please check back daily should the system not yet show this item. ☐

Cheque payment: please make cheques payable to Rickmansworth School and hand in at the Bursar’s Office ☐

Cash payment: please hand in with this slip at the Bursars’ Office ☐

My email address is..........................................................................................................................

Signed (Parent/Carer).................................................................

If the payment is in cash and over £20 a receipt MUST be obtained from the Bursars Office. Cheque and cash payments MUST be placed in an envelope clearly labelled with the Student’s name and the payment reference. Thank you.