12 December 2018

Dear Parents and Carers

**Year 12 Insight Week: 15-19 July 2019**

To support the information given at the Year 12 Parent Information Evening earlier 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 have received all the relevant information but the following are the details that you should also be aware of so that you can encourage them to take ownership of this opportunity.

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 or employment.

In Year 11 all students took part in the programme of work experience organised by the School, where we provided the pupils 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.

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 7 June 2019**.

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 12’s, their work placements will be classified as ‘low-medium risk’ and will incur no charge. 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.

We appreciate that not all employers offer a full week of work experience, or are unable to accommodate students during our Insight Week dates. In these instances, it is perfectly acceptable for students to fill their week with alternative ‘Insight’ activities, such as university taster days, visits to exhibitions, lectures etc – any activity which will enhance their research and application to further education or employment. Mrs Pickford will track students’ progress towards both work experience and insight activities throughout the Spring Term.

I would be grateful if you could complete the attached on-line slip confirming your understanding of the arrangements for Insight Week by 30 January 2019.

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: Mrs L Pickford  
Re: Year 12 Insight Week: 15-19 July 2019

Student Name ………………………………………………………………………….

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

☐ Having read and understood the details of the visit as set out in the letter of 12 December 2018, I wish my son/daughter to participate in the Year 12 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 (where applicable) my son/daughter will no longer be under the authority of the School and my child is aware of the arrangements for getting home.

☐ 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 telephone numbers provided below.

Emergency Tel No 1:..............................................................

Emergency Tel No 2..............................................................

Parent Signature …………………………………………………………………………………...