



Portsmouth High School

GDST
GIRLS' DAY SCHOOL TRUST

SD/cpt/phs

19 January 2018

Dear Parent

Re: Year 11 Work Experience Monday 2 July - Friday 6 July 2018 inclusive

Monday 2 July 2018 marks the Year 11 Work Experience period. This time out of school allows students to experience the world of work and to develop aspects of their work-related learning whilst helping them to shape their own career plans, ideas and aspirations. We believe it will provide an invaluable opportunity for inclusion in their future CVs and when applying to university or their first jobs. Students typically undertake four or five days of work experience which they typically arrange themselves.

Last term as Head of Careers I met with your daughter and undertook a careers interview with her. I briefed her fully on the findings of her psychometric assessment and ensured that she is familiar with how to utilise her Morrisby Careers Planner to best effect. Since September I have also spent time with your daughter in Careers PSHE lessons helping her to write her CV and work experience application letter and suggesting host companies and schemes. All Y11 students have been encouraged to identify relevant employers locally and write to them to apply for a work placement. Many such placements have been secured. As and when a work placement is confirmed please complete the host company's details below and return them to Mrs Davies.

Portsmouth High School strongly encourages the girls to utilise their extensive holiday period after their GCSEs to best effect and we highly recommend that your daughter undertakes a period of work experience, however, in order to comply with GDST regulations please note the following information:

- Any voluntary or paid work **undertaken by a student in school holidays** which has not been arranged and approved by the school becomes the **full responsibility of the parent/guardian.**

We feel strongly that a work experience week for Year 11 students after they have completed their GCSE's will be very valuable for their future in an increasingly competitive work environment.

Should you have any further queries regarding work experience please do not hesitate to contact me.

Yours sincerely

Mrs Sammy Davies
Head of Careers



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Work Experience Placement Confirmation Monday 2 July – Friday 6 July 2018

Student name: _____

Form: _____

Company Visiting: _____

Company Address: _____

Reporting to: _____

Email address of company contact: _____

Contact Tel No at Work Experience Placement: _____

I take full responsibility for the conduct and safety of _____ whilst she participates in this work experience placement.

Signed: _____

Print Name: _____

Relationship to child: _____

Please return to Mrs Davies by Friday 23 March 2018.