



Bishop Rawstorne Church of England Academy



29 January 2020

Dear Parent Guardian

As part of our careers programme that focuses on preparing young people for their future, once they leave Bishop Rawstorne, I would like to inform you of two events in the summer term.

First of all, all Year 10 students will take part in a Mock Job Interview. Each student will meet with a local employer and be interviewed for a fictional job. They will provide a CV in advance for the job as their application. They will then be interviewed by the prospective employer, the emphasis being on employability skills.

Following this they will receive written feedback that will give them areas to focus with regards their personability and also their CV. The date for this is 6 July 2020 and further information will be available in coming months.

Secondly, we are also pleased to announce that we are encouraging all Year 10 students to undertake a three-day Work Experience placement, also in the Summer Term. We are running a self-placement model for work experience, meaning your son/daughter should find his/her own placement by contacting their chosen employer and asking if they would be willing to allow them to complete a short placement with them. Once they have secured a placement, the next step is to complete the two forms attached. One form is to be completed by parents, the other by the employer. Please ensure that the form is filled-out accurately and fully, in addition attach the relevant insurance forms (listed on the form). The medical form must be completed and handed-in to the Employer.

Also enclosed, is a reply/consent form for you to complete to give authorisation to allow your child to take part in Work Experience. Once completed please return this form to the main school office by no later than Monday 1 June 2020.

Work Experience is scheduled to take place On Monday 13 July, Tuesday 14 July and Wednesday 15 July 2020.

I am aware that 20 students are out of school on the Year 10 Belgium trip. These students are encouraged to look at work experience on Wednesday 8, Thursday 9 and Friday 10 July 2020.

We would like the whole year group to secure work experience places, however if your son/daughter is unable to do this they will be expected in school on these three days.

If you have any questions regarding this process, please don't hesitate to contact me and I will be happy to discuss things further.

Yours sincerely

Mr A Duckworth

Assistant Headteacher, Careers

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BISHOP RAWSTORNE CHURCH OF ENGLAND ACADEMY

(Reply slip – Work Experience Monday 13 July 2020 – Wednesday 15 July 2020 inclusive – to be returned to the main school office by no later than Monday 1 June 2020)

Student's Name: _____

Tutor Group: _____

I/we the undersigned:

- ◆ Give authorisation for my/our son/daughter to take part in the Work Experience scheme.
- ◆ Confirm that it is my/our responsibility to arrange the necessary transport to enable him/her to get to and from the work place.
- ◆ Confirm that it is my/our responsibility to ensure that my/our son/daughter will be safe whilst travelling to and from the work place.
- ◆ Agree that whilst my/our son/daughter is attending the work placement his/her safety will be the responsibility of the Employer.

Signed: _____ (Parent/Guardian)

Date: _____

Name: _____ (please print)