



8 June 2015

To Year 12 Parents/Carers (by Email)

Dear Parents/Carers

I am delighted to be able to announce that in response to student requests we are launching our Sixth Form Work Experience Scheme for Year 12 going into Year 13.

The purpose of the scheme is to enable every student to gain hands-on experience in potential career areas, or fields of interest which are relevant to them. In our experience, employers and universities rate this very highly.

The scheme will operate as follows:

- Every student will have responsibility for identifying and arranging a suitable placement
- He/she will contact the employer and set this up
- Students will be expected to arrange their placement from Tuesday to Friday 1 – 4 September 2015. Their first day back at school, as Year 13, will be on Monday 7 September
- If the placement is considered by us to be 'high risk', Oxfordshire County Council will make an assessment and a student will not be able to proceed without their agreement and the student will be asked to pay the cost of this.
- Work Experience forms have been given to students today, a copy is attached and may be found on our website
- Students must complete and return the forms by Monday 22 June to our Work Experience Co-ordinator, Miss Hardman in the Main School Office. Unless these have been received and the placement confirmed by us with the employer, it cannot take place
- Any correspondence about Work Experience should be emailed to :  
[sixthformworkexperience@wgswitney.org.uk](mailto:sixthformworkexperience@wgswitney.org.uk)

Students have had an explanation today in Assembly. Should you have any query about the process, please do not hesitate to contact us via the email address above.

Yours sincerely

Mrs C Whiting  
Assistant Headteacher/Head of Sixth Form