



## RAINE'S FOUNDATION SCHOOL

A Voluntary Aided Church of England School

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Interim Headteacher: Rob Hullett BSc NPQH

Dear Parent/Guardian,

We are in the process of arranging work experience for your son/daughter, during the summer 2017 term. The dates are:

**Monday 12th June – Friday 16th June 2017**

The purpose of this letter is to explain the scheme and ask for your support. The work experience scheme will involve your *son or daughter* spending **1 week** in a real workplace, gaining practical experience of the world of work. We have found that pupils of all ages, abilities and interests can gain a great deal from this opportunity. They get a better understanding of what is expected of them at work which can help them when they eventually come to look for a permanent job. **As it is part of their education they should not expect to be paid.**

They will be expected to work normal working hours (i.e. 9am – 5pm). These are usually longer than a school day. If there is a genuine reason why this is not possible then they should let us know well in advance and we will try to renegotiate the hours.

Occasionally employers offer an allowance for lunch but they are under no obligation to do so. Where lunch is not provided, students will have to pay for their lunch or bring a packed lunch. Pupils eligible for free school meals will be able to claim a small allowance from the school. You should discuss this with the teacher responsible for work experience.

Pupils are sometimes nervous or apprehensive about work experience. They may also be excited and enthusiastic. Your support and encouragement is very important. Most students thoroughly enjoy the placement once they have started.

Pupils will be asked to give a first and second choice of work placement. Every effort will be made to meet their requests but we cannot guarantee this. **It should be emphasised that this is not a career choice but a sample of the world of work.** The most important thing is the personal and social skills which they gain, the sense of responsibility and maturity and their overall experience of the world of work.

All placements are vetted and students will be visited at the workplace by a member of school staff to check on their progress. Students are carefully prepared for their placement and given advice about health and safety and other matters. They may also be given course work to do which connects with their work experience diary. You will be given details of your son's/daughters placement in due course. If you wish to discuss the placement or any other matter concerning work experience, please contact:

**Ms Ayling ([k.ayling@rainesfoundation.org.uk](mailto:k.ayling@rainesfoundation.org.uk)) who is responsible for work experience.**

In the meantime, we are working very hard in conjunction with Tower Hamlets Education Business Partnership - Work Experience Team to find suitable placements. If your son / daughter would prefer to arrange their own placement Please ask your son/daughter to collect a **self-placement form** from school.

Finally, attached is a **Parental Consent Form** indicating you are happy for your son / daughter to complete their work experience. **Pupils are not able to participate in the work experience scheme without the completion of this form**

We look forward to working alongside both parents and students to ensure the most valuable placement is arranged. Please return all of the attached forms to Ms Ayling by **Monday 26<sup>nd</sup> September 2016.**

Yours sincerely,

K.Ayling – Assistant Headteacher

