



Founded 1125

Mrs Lizzie Ayres
Assistant Headteacher

13 November 2018

Dear Parent/Carer,

YEAR 12 WORK PLACEMENTS & INDEPENDENT ADVICE AND GUIDANCE

All 16-19 education providers are obliged to provide work related learning either through individual careers appointments, careers conferences or opportunities for work placements. Experience suggests that students who find work placements benefit greatly, learning how to connect their academic experiences with skills required at work, developing useful employment connections and forming connections between their academic learning and the skills required in the workplace.

All Y12 students at Reading School will be off timetable for one week, commencing **8 July 2019**. Students are encouraged to source placements through personal connections (i.e. family and friends) to ensure that our students can benefit from direct, motivating and exciting introduction to the world of work. Students have been provided with a deadline to arrange work placements by the end of January, to allow us enough time to facilitate sourcing placements for those students that had not managed to secure work placement for that week. The date for this deadline is **28 January 2019**.

For students that have not managed to secure a work placement, there may be the option to discuss assistance from the school in securing placements through our own network. This will include information on the required paperwork for health and safety as well as employers' insurance. This service will be at a cost of **£75 per placement** and placements will take place w/c 8 July.

During the week of 8 July, Year 12 boarders are welcome to travel to work placements from their own homes or from the boarding houses and they should discuss plans with Mr Nicholas or Mr Teixeira.

If you have any queries regarding work experience at Reading School, please do not hesitate to contact me at careers@reading-school.co.uk.

Yours faithfully,

Mrs Lizzie Ayres
Assistant Headteacher

READING SCHOOL, Erleigh Road, Reading RG1 5LW

T: 0118 9015600 F: 0118 9352755 E: gcavagan@reading-school.co.uk W: www.reading-school.co.uk

Reading School is an Exempt Charity under Schedule 2 of the Charities Act 1993, and is recognised as charitable by HM Customs and Excise, ref. no. XT35863.
Registered address as above, a company limited by guarantee, registered in England no. 7475515.



Founded 1125

Further Information & Resources

For further guidance and useful tips regarding Work Experience students can visit [Student Ladder Work Experience](#).

Department for Education guidance suggests that the Benefits of Work Experience include:

- Skills Development. Work experience is primarily about developing skills, particularly employability skills.
- Helps to secure a graduate job. Employers state time and again that the more experience you get the more chance you have of landing the graduate job you want.
- Helps with planning your career. Gaining some work experience can help you make informed choices about your future career path.
- Gives a better understanding of the working environment. It's important to know and understand what your working environment is going to be like as you will spend at least a third of your day at work!
- Helps make future contacts. Gaining work experience is a great opportunity to make contacts whether for future jobs or for future clients.
- Develops Business acumen and commercial awareness. Employers often comment that having an understanding and experience in this area will put you head and shoulders above the competition. Work experience is one of main ways this can be gained.
- Putting theory into practice. Depending on your degree, your work experience may be directly relevant to your course, this will help you see how the theory you have learnt works in practice. It will also give you renewed confidence when you return to your studies and can help put theory into context.

A broad range of advice and guidance is available throughout the year via our Careers Advisor, Clare Desai, who is a fully qualified, experienced careers adviser who holds the QCF Level 6 Qualification in Careers Guidance. Clare is in school to conduct one to one interviews with students to discuss and advise on future plans every Tuesday and Thursday. This can be about A level choices, sixth form options, university or further options. Appointments with Clare can be booked via clicking on [Simply Book Careers Appointment](#).

We encourage students and parents to visit the National Careers Service which is a government funded website giving careers advice for 13-19 year olds at [National Careers Service](#).

Additionally, **Higher Ideas** is a programme that enables students to explore the different options available to you, based on the A level subjects you are taking or are thinking about taking. It facilitates consideration of different study options and combinations along with suggested Career Paths. To access Higher Ideas, students should log into Sharepoint with their school accounts, click on Careers, useful Links, Higher Ideas.

READING SCHOOL, Erleigh Road, Reading RG1 5LW

T: 0118 9015600 F: 0118 9352755 E: gcavagan@reading-school.co.uk W: www.reading-school.co.uk

Reading School is an Exempt Charity under Schedule 2 of the Charities Act 1993, and is recognised as charitable by HM Customs and Excise, ref. no. XT35863.
Registered address as above, a company limited by guarantee, registered in England no. 7475515.