

Dear Parent/Carer

We have set aside two weeks at the end of the summer term for students to take part in work experience. **Students should be encouraged to organise a minimum of five days' work experience during this time, which can be online if necessary.**

The onus is on each student to find a placement relevant to his/her higher education/career interest. It has been observed that students who complete meaningful work experience are able to write, in a convincing and engaging way in their personal statements and CVs, about the skills they have developed. Universities and future employers often find this information relevant and useful when deciding about who should be offered a place on a course or made a job offer.

**Please click [here](#) to complete and submit the work experience form as soon as possible, but by 7th June 2021 at the very latest (the first day after the half term break).**

Please note that students who do not obtain work experience will be required to come into school between 8th and 21st July. Additionally, when students are not taking part in the activities outlined above, they will be required to come into school to take part in lessons where the content will be focussed on consolidating the work studied during the year.

Year 12 work experience is a compulsory part of the school curriculum. Employers will be sent a report form to complete after the work experience has taken place and calls will be made to employers during the time students are with them to see how they are doing. Students who do not complete work experience or do not come into school will be regarded as truanting and, in some cases, this may result in them being asked to leave JFS.

JFS is always looking to expand its network of contacts. Should you or any member of your family have the facility to provide a work experience placement, we would be very pleased to hear from you. Please email Mrs Marx, Sixth Form Administrator at [marx@jfs.brent.sch.uk](mailto:marx@jfs.brent.sch.uk).

We hope that each student is able to organise a meaningful work experience placement but if s/he has any queries about the process, please ask your son or daughter to see Mrs Marx, who will be happy to help.

Best wishes

**Miss S Davis**  
**Head of Year 12**