



FOREST HILL SCHOOL

ASPIRING TO EXCELLENCE TOGETHER

Headteacher: Michael Sullivan BSc (Hons)



9 September 2022

YEAR 10 WORK EXPERIENCE

Dear Parents/Carers,

I hope you have all had a good summer break.

I have decided to write to you all as recently I have had lots of calls and emails about Work Experience. I have responded to many emails but if you have not yet received a response from me then I hope this letter will answer your questions as to what happens next. Work experience will take on the **28/11/22 to 09/12/22**.

When is the "Own Find" form deadline?

Today, 09/09/22, was the initial deadline but we have decided to extend this to the **20/09/22**. We have done this as some parents have raised concerns that the work placement they had secured over the summer has staff on holiday and so they cannot get the forms signed.

I have tried several employers but cannot a placement

I have created a list of the previous places at which pupils from Forest Hill have done their work experience. I have shared this with all the Year 10 tutors to further help support the boys. Please have a discussion with your son about which sector he would like to work in and we will provide him with contact details for him to call. I need to state that some businesses may no longer be taking on pupils on work experience so there is no guarantee.

What happens if my son cannot secure a placement by the deadline?

The Lewisham Work Experience website will go live after our deadline and I will then meet with boys who are yet to secure a placement and allocate them something. This drawback is that they may get a placement in an industry/sector which they are not interested in. This process will continue till mid-October, by which time we hope all pupils will have a placement.

What happens once I have got the signed forms?

Once you have completed the student and employer details on the form, this needs to be returned to student services or emailed into me (a.kai-samba@foresthillschool.co.uk). The forms then get sent to Lewisham who will call the employer to do all the risk assessment required.

Can my son do Work Experience outside the designated date?

Unfortunately, the answer to this is no. Lewisham have coordinated the whole process so that different schools have work experience at different times. We have to stick to this as there would not be enough placements for all schools.

I hope this answers all your questions, but if you feel that I have missed something then please email me and I will get back to you as soon as I can.

Kind Regards

Mr Kai-Samba

Forest Hill School
Dacres Road, London SE23 2XN
www.foresthill.lewisham.sch.uk

T: 020 8699 9343
E: info@foresthillschool.co.uk
[@Forest_HillSch](https://twitter.com/Forest_HillSch) [@foresthillschoolse23](https://www.facebook.com/foresthillschoolse23)