

The Harefield Academy

Achievement through Active Learning

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Headteacher: Tash Hurtado BA PGCE



June 2021

Dear Parents/Carers/Students,

Year 12 Work Experience

As a part of our Personal Development and Careers programme in Sixth Form we encourage all Year 12 students to participate in a work experience placement. This offers students the opportunity to experience life within the workplace and allow them to explore future career pathways. This is an invaluable opportunity which will support future job opportunities and feed directly into university and employment applications.

Students should research and explore possible options that may support their future career interests and ambitions. We expect students to find their own placement and ensure that the enclosed form is completed and returned to myself by Thursday 1st July 2021. Forms must be returned otherwise students will be expected to attend lessons as normal.

Students should not be using this time to continue working in their usual paid casual employment as this cannot be a paid work experience.

Previous examples of work experience placements that have been completed have been:

- shadowing staff in hospitals;
- working in a school environment;
- placements in law firms, the finance industry and investment banks;
- supporting in journalism, media and publishing companies.

Work experience will commence from Monday 19th July until Friday 23rd July.

Students will be supported through this process during tutor time sessions where regular updates and information will be sought.

Staff will visit or contact employers for an update on attendance and progress.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'N King'.

Miss N King
Assistant Headteacher