



# Tolworth Girls' School & Sixth Form

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Dear Parent/Carer

## Year 10 Work Experience - Tuesday 30 April to Thursday 2 May 2024

Following on from the Parent Information Evening, we have announced that every student in Year 10 will need to take part in work experience. For those parents/carers unable to attend the Parent Information Evening the presentation is available [here](#).

Students should aim for a challenging work experience that will expand their knowledge of the world of work and broaden their horizons. Work experience does not need to be related to a future career. We will not approve placements with employers/organisations for whom students already work or where they are under the direct supervision of parents.

The most successful placements are often those that the students secure themselves. Students will be guided on the process of selecting and applying for work placements. If students are unsure of what they want to do they can use [Morrisby](#). This is a careers software programme supplied by the Careers Department to enable research.

An employer without employers' liability insurance is not a suitable placement and will not be permitted.

The deadline to secure work experience is Monday 19 February 2024. Please encourage your daughter to be proactive to secure a placement as soon as possible.

Once students have secured a placement, they should forward the following link to the employer for them to complete <https://forms.office.com/e/QBqjyEQaxS>.

We also require parental consent. Please follow the link to complete the consent form <https://forms.office.com/e/tvCWgnqMNL>.

If an employer asks for further information, please provide them the attached letter titled 'Work Experience Employer Letter'.

If you, the company you work for, friends or relatives can offer careers support, please complete the attached form titled 'Could you help?'

Please do contact me if you have any questions regarding the work experience programme.

Yours faithfully

Mrs J Greenland  
Careers Advisor

