



# THOMAS MILLS HIGH SCHOOL

Headteacher: P J Hurst, BA, MA, MBA, NPQH

Saxtead Road, Framlingham,

Suffolk, IP13 9HE

Telephone: 01728 723493

Email: [inmail@thomasmills.suffolk.sch.uk](mailto:inmail@thomasmills.suffolk.sch.uk)

Website: [www.thomasmills.suffolk.sch.uk](http://www.thomasmills.suffolk.sch.uk)

September 2019

Dear Parents and Year 10 Pupils

## Work Experience 29<sup>th</sup> June-10<sup>th</sup> July 2020

Work Experience is an introduction to, and useful preparation for, life in the working world. Pupils have the opportunity to develop many new skills and qualities as well as it being a very enjoyable and popular activity. Not only is it a valuable part of their education, it is a source of career information and supports future job applications and CVs.

This year pupils will need to follow an online application process which is available via a link on the school's website or at the end of this letter. The process has been explained to them in assembly and all information and supporting documents are also available from the school website at [www.thomasmills.suffolk.sch.uk/careers](http://www.thomasmills.suffolk.sch.uk/careers). It is important that all pupils submit their application to me by **Friday 8<sup>th</sup> November 2019**. Finding a suitable placement can be time consuming and therefore pupils must begin the process early to avoid disappointment, and reapply if their first choice is unsuccessful. We invite parents to help and support pupils with their placements, but we would ask that pupils are encouraged to carry out the application process independently and contact placements themselves.

We will be holding a Careers Fair on **Thursday 10<sup>th</sup> October 2019 at 5-7.30pm** where pupils will be able to meet employers and gain ideas and contacts for potential work experience placements. The school also holds a list of placements which pupils are welcome to look at, and personal contacts are also acceptable. However, please be aware that all placements are subject to approval and agreement by the school and with parental consent. All placements carry different levels of Health & Safety risk and placements which the school deem to carry a high risk may be unsuitable for pupils. All potential companies will be asked to confirm they hold Public Liability and Employers Liability Insurances. The school will monitor all placements and be available throughout the period to deal with any problems which may occasionally arise. In the event of any problem between the pupil and employer, please get in touch with the school and we will follow it up immediately.

If you have any questions concerning work experience or the application process, please do not hesitate to contact me.

Your sincerely

Emily Whittaker

Work Experience Co-ordinator

[Workexperience@thomasmills.suffolk.sch.uk](mailto:Workexperience@thomasmills.suffolk.sch.uk)

[https://forms.office.com/Pages/ResponsePage.aspx?id=bAZ96jw-P0uqQxizW8eYRyUDrH6iu61GhGj0\\_kXpZi9UQkRXNvc2MTNWTUZZVzlwNlpYQjRHUVA5RS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=bAZ96jw-P0uqQxizW8eYRyUDrH6iu61GhGj0_kXpZi9UQkRXNvc2MTNWTUZZVzlwNlpYQjRHUVA5RS4u)



A Company limited by guarantee  
incorporated in England and Wales  
(No. 7605059)  
Registered Office as above



SCHOOL  
MEMBER



The school will not discuss pupils' personal details with employers but, we would advise parents to raise any concerns regarding your child and their individual needs directly with the employer. By informing them of any additional needs or medical concerns, they are able to develop a work experience programme which is suitable for each pupil.

Parental consent. Please return by **Monday 30<sup>th</sup> September 2019.**

---

Name of Pupil \_\_\_\_\_

Form \_\_\_\_\_

- I have read the letter to work experience 2020 and give consent for my child to take part.
- I am aware of the timeline and deadlines for my child's application.
- I am aware that Thomas Mills is holding a CAREERS FAIR on Thursday 10<sup>th</sup> October 2019

Parental Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_