



October 2009

To: All Parents of Fifth Form Pupils

Dear Parents,

This Quarter your son completed a questionnaire and a series of psychometric tests devised by the Morrisby organisation which generated the profile that accompanies this letter. This profile provides a starting point for discussion about academic and careers options. Your son has already discussed the profile findings with an Independent Schools' Careers Organisation adviser and will have a follow up discussion with his Housemaster/Tutor. A personal report on the outcome of these discussions will be sent out in December. Your son should have registered with the online Futurewise webspace www.myfuturewise.org.uk, using the user ID and date as shown on the front page of the report. As a parent you also have access to this webspace using the instructions given in your Welcome Letter from Futurewise which you will receive before the end of this Quarter. Careers information and further information on Futurewise may be obtained directly from the ISCO help line on 01276 687515.

If you would like to have any aspect of the report explained to you, an ISCO careers adviser will be available at the **Parents' briefing on Saturday 6th February** to answer any of your queries.

At this stage your son should be beginning the process of research and CV building which will lead to Higher Education and the world of work. He has attended a talk on Work Experience and is now being encouraged to find a placement for one week. The final week of the Cricket Quarter (beginning 28th June 2010) has been set aside for this. It would be beneficial if you could use your contacts to help him find appropriate work experience. In accordance with Health and Safety requirements and duty of care, if the school is aware that your son will be doing a **work experience placement during the week beginning 28th June**, Trident (a national charity who has over 30 years experience working with business, schools and teachers in providing opportunities for young people to develop skills for life) will need to perform a Risk Assessment visit and ensure that Employer Liability Insurance is held. The cost of this is £55.00 and will be added to your Cricket Quarter account. If you want your son to take part in our work experience week in June you must complete and sign the enclosed white work experience form. **This form must be returned by 4th December 2009.**

The green form entitled Work Experience Own Placement should be signed by the prospective employer and returned by **1st February 2009** to allow enough time for Trident to perform the required risk assessments by visiting the employer you have chosen. If you do not want to take part in this arrangement with Trident then do not return the forms and you will not be charged any fee, however for health and safety reasons we are unable to help with any other work experience. Overseas parents should note that the Trident Scheme can only be used if your son wants to do work experience in the UK during the week 28th June based here at school or with their guardians. Trident cannot do Health and Safety checks on any work experience outside the UK.

You are welcome to contact us in the Higher Education and Careers department for advice or use the HE & Careers Charterhouse website for more information.

Yours sincerely,

Angela Bailey

Encl: Futurewise Report
Work Experience Application 2009/10 – White
Work Experience Placement Form - Green