

Dear Parents,

Work Experience: 24th June to 5th July 2019

All students in S5 will be participating in the work experience project after their harmonized examinations this summer. This activity is compulsory and is part of the year 5 programme at the ESM. The aim of this project is to provide students with experience of an adult working environment. The placements will vary in nature and suitable examples include offices, hotels, shops, old people's homes, a doctor's practice, a consulate, the zoo, a theatre or the media.

Students should not work with their parents.

It is not necessary to choose a placement related to a planned career or future area of study, but for vocational subjects like medicine, it is an essential preparation. Careful thought should be given to the choice of placement.

The students will be briefed beforehand, and will be asked to keep a short diary. They will be required to send me an email in the first three days of their placement and if possible include one or more photos of them at work. At the start of S6, feedback will be required by teachers in the form of a written report, oral presentations or as part of an exhibition.

Employers are asked to make written comments, in the form of a short report on the student and these are then added to the student's career file for reference purposes.

Normally, students should do their placement in or around Munich (up to one hour travelling distance). In this case, students are insured under the normal school activity insurance. Alternatively, students can choose to do a placement in another part of the European Union. If the second option is chosen, parents will have to take responsibility for travel to the work experience location and take responsibility for the supervision of their son or daughter for the entire period of the placement. In this case, a special consent form will need to be filled in and signed. This is called "work experience outside Munich" and will be available on the school website. It must be handed in no later than **2nd May 2019**. This form must be handed in by this date otherwise the student will have to remain in the Munich area.

The employer's acceptance form should be submitted by **2nd May 2019**. Parents should countersign the form and it should be submitted to me in paper form.

Please contact me if you have any queries regarding work experience or any other careers related matter.

Yours sincerely

Graham Johnstone

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