



TO CARE
TO LEARN
TO ACHIEVE

BEDFORD HIGH SCHOOL

A Specialist Business and Enterprise College
with Applied Learning

Headteacher: Mrs H J Phillips

January 2020

Dear Parents and Guardians

Thursday, 13th February – Year 10 Parents' Evening and Careers Fair, Drop-in 2.50-5pm

On Thursday 13th February, we shall be holding our Year 10 Parents' Evening in the Sports Hall at U Block. The evening will begin at 4.15pm and staff will be available until 6.45pm. Please return the attached slip completed for Mrs Eaton. This evening is an important event in the school calendar for your child and your attendance is encouraged. If you are unable to attend, you are welcome to send a family representative on your behalf.

In order to make efficient use of parents' and teachers' time, students will be asked to make appointments with staff and they will receive an appointment sheet, for this purpose, a week before the event. It is important that your child hands this to you before you arrive.

Careers Fair, Drop-in 2.50-5pm

We would encourage you to support your child and drop-in to our Careers Fair in U Block Hall at any time between 2.50pm-4.15pm, prior to Parents' Evening. The timing of the careers fair coincides with year 10 parents' evening as there are organisations attending who are willing to provide our Y10 students with a work placement during our work experience week from 13-17th July 2020. There will also be Colleges and Universities attending to provide advice and guidance on post-16 GCSE grades, choices and opportunities. Year 10 students need to consider their next steps now as they will make important decisions and apply to Colleges from September 2020.

Year 10 Work Experience Week 13-17th July 2020 – next step

If you have not already provided school with the organisation or contact details of your own placement, please complete the attached 'Work Experience Choices Form' and return to form teachers for Mrs Birchall. Some parents have provided contact details of work experience placements they have secured or contacted for their child and Beth Locke from Wigan Council will be contacting those organisations. Please continue to seek your own placement for your child and if you or your employer could host a Bedford student please provide school with the contact details on the attached form. Please complete and return the attached form by Friday, 14th February.

Parents and guardians are also invited to attend a Work Experience Parents' Event on Thursday, 21st May 2020 at 4.45pm.

We look forward to welcoming you on Thursday, 13th February 2020.

Yours sincerely

H J Phillips
Headteacher

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Parent/Guardian please complete and return to **Mrs K Eaton** Pastoral Manager Year 10 or Form Teacher.

Student's Name

Form.....

I/We* shall be able to attend Year 10 Parents' Evening

Please tick appropriate

box
*Please delete as appropriate

I/We* shall be unable to attend Year 10 Parents' Evening

*Please delete as appropriate

Signed Parent/Guardian



FREE Work experience placement choices
Form to be returned to Form Teacher for Mrs Birchall, U Block Office

Name of student: Year 10 Form

Please complete the form below with your child's top three choices for a work experience placement week, 13th-17th July 2020.

Parents and Guardians: Can you help?

- Can you or your employer host a Bedford student?
- Can you find a work experience placement for your child?
- Do you know a local organisation who can provide a work experience placement for our students?
- If an organisation can help, please provide contact details below for Wigan Aspiring Futures to make contact with them.

Employer:	Type of Work Experience	Contact:

If you have not secured a placement for your child or informed school if you have contacted an employer, please choose 3 employment sectors your child would like to work in from the sector listed below.

PLEASE NOTE: There are certain organisations and sectors who do not allow work experience for school children – NHS, FIRE, POLICE, ARMED FORCES.

PUT 1 (TOP CHOICE), 2 OR 3 (BOTTOM CHOICE) AGAINST 3 SECTORS

EXAMPLE: RETAIL	2	HAIRDRESSING	1
Accountancy/Finance		Gardening & General Maintenance	
Animal Care, eg Canine Companions		Hairdressing	
Banking, eg HSBC		Hospitality & Catering	
Business Admin		IT & Digital	
Beauty		Law, eg Solicitors	
Care Homes, eg Heathside		Mechanics, eg Arnold Clarke	
Children's Nursery		Retail, eg Ena Mill, Bents	
Creative Arts		Sport & Leisure, eg Wigan Warriors	
Education, eg Primary Schools		Wigan Council any role	
Science & Engineering (but extremely limited), eg Nicepak			

Please complete the back page



Please indicate how far you are willing to travel (tick as many as you wish)

LEIGH		MARUS BRIDGE (WIGAN)	
WIGAN		ASHTON	
GOLBORNE		MANCHESTER	
ATHERTON		PEMBERTON	
LOWTON		HINDLEY/INCE	

Please use the box below to declare any health factors or additional requirements which may be significant in choosing suitable Work Experience for your child.

Please tick this box to agree to this information being shared with the Employer in order to ensure the safety and wellbeing of your child.

Please provide 2 contact details for your child during the work experience placement 13th-17th July 2020.

CONTACT 1	CONTACT 2
NAME:	NAME:
RELATIONSHIP TO CHILD:	RELATIONSHIP TO CHILD:
CONTACT NUMBER(S)	CONTACT NUMBER(S)