Dear Students, Parents and Carers,

**Work experience 2018-2019**

As part of the NGHS Careers programme, year 10 students will be taking part in a five-day work taster placement in June 2019. This will be in Curriculum Enrichment Week, which is 24th-28th June.

The work taster placements present an exciting opportunity to engage with the world of work, look ahead, widen horizons and experience something new. In order to secure the ideal placement opportunities, it is vital that options are considered early, as there is much competition at this time of year. To assist with making applications, pupils will be given research time, as well as guidance in creating their own curriculum vitae and covering letters, in their PSHE lessons. Please feel free to support this as much as possible at home too.

Pupils are expected to find their own placements and can utilise contacts through family and friends and business directories. If there is particular difficulty in finding a placement then the school will be able to draw upon some employer connections, but this should be seen as a last resort.

Work experience placements are assessed for Health and Safety suitability by our Careers Education providers, ESS-TEAM. They require three months’ notice to carry out appropriate checks. Students will not be placed with a provider who has not been approved in this way. These checks are extremely time consuming, so please try to ensure that a placement is secured by the deadline. There are no geographical limits to where these checks can be carried out and the girls are encouraged to look as far as is necessary for appropriate placements. Details of all placements will need to be confirmed and the school notified by **Friday 25th January 2019** at the very latest, by completing the attached proforma. This should be given to tutors once completed whereby it will be entered onto a central database. Once the placement has been confirmed, employers may request a pre-placement meeting with a student to discuss the nature of the tasks to be undertaken. During the placement, pupils are expected to keep a log or diary of their progression.

If you have any queries regarding the suitability of a particular placement or any other matter regarding the work experience programme, please do not hesitate to contact me.

Yours sincerely

**Mrs K Gill**

**Head of Careers**

**Parental consent to participate in work experience programme 2018-2019**

I (name)

………………………………………………………………………………………………………………………………………………

Parent/guardian of

…………………………………………………………………………………………………………………………………………………

Hereby give my consent to participation in the work experience programme.

Is there a medical condition which should be taken into account when choosing a work taster placement?

YES / NO

If ‘Yes’ please give details

…………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………

Signature ………………………………………………………………… Date …………………………………………..

The medical information and contact details on this form will be used during this placement should it be necessary to contact you. Please ensure that the school office is made aware of any changes to medical or contact details so amendments can be made.

**Work Experience Placement Details**

Return to school no later than Friday 25th January 2019.

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| --- | --- |
| Pupil Name |  |
| Form |  |
| Area of work |  |
| Business name |  |
| Business address |  |
| Contact name |  |
| Phone number |  |
| E-mail |  |