

21 September 2022



**Newport Girls'
High School
Academy Trust**

Dear Parents and Carers,

Year 10 Work Experience Programme

I would like to take this opportunity to outline the NGHS Work Experience Programme, which your child will be invited to take part in this academic year.

The five-day work placement is due to take place during Curriculum Enrichment Week, which is 26 June to 30 June 2023 inclusive. It presents an exciting opportunity for our students to engage with the world of work, gain contacts and experience something new. To secure the ideal placement opportunities, it is vital that options are considered early, and that lots of options are considered.

The first task is for us to gain your consent for your child to take part in the programme. There is a slip contained within this letter which we would like returning by Friday 30 September 2022 at the very latest. An email to k.gill@nghs.org.uk with the same information contained within the consent form would be welcome as an alternative method.

Students are expected to find their own placements, which can involve placements with family and friends, or something completely independent. If there is any difficulty in finding a placement then the school will be able to draw upon some employer connections, but this should be a last resort. In our experience, students secure some wonderful placements which it would be difficult for us to source as a school, so this student/family-led approach has always worked well.

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 students 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 31 January 2023 at the very latest, by completing the form on our school website. The form can be found on the school website by clicking the following link: <https://www.nghs.org.uk/s/work-experience>

Placements with family, or overseas, require a disclaimer, which I can organise with you separately.

If you have any queries regarding the suitability of a placement or any other matter regarding the work experience programme, please do not hesitate to contact me. At a time when many schools are no longer offering work experience opportunities to their students, we are proud to be continuing. We rely on the support of students, parents, carers, and employers to facilitate this and to that end, extend our gratitude to you for your ongoing support. If any parent or carer can offer a work experience placement to other students, please do get in touch with myself.

Yours faithfully,

Mrs K Gill
Head of Careers

Parental consent to participate in work experience programme 2022-2023

I (name) _____

Parent/guardian/carer of _____ Form _____

Hereby give my consent to participation in the work experience programme and will ensure that a completed work placement form is submitted by 31 January 2023.