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Urmston Grammar

A Science and Language College with Academy status



November 2021

Dear Parent/Guardian

Year 10 Work Experience Programme – 11th- 15th July 2022

I am pleased to inform you that, between 11th - 15th July 2022, there will be an opportunity for all the current Year 10 students to take part in one week's work experience. The school are working in partnership with Our Futures Ltd to organise this programme.

Work experience is when the student spends time in an adult working environment carrying out tasks and duties more or less as an employee, but with the emphasis on learning about the world of work. The placement will not necessarily reflect the eventual career choice of the student but should allow a broad experience of the world of work and an opportunity to develop skills for the future. This provides an excellent chance for all students to discover the world of work for themselves and increase their confidence and skills as they move forward with their future plans.

We recommend that students make every effort to organise a self-placement with an individual employer. This is not only the best way to ensure they have a suitable placement but it will give them invaluable experience of how to apply for jobs in the future. Once they have an offer of work experience confirmed by an employer, students must complete the **Self Placement Form (attached)** This must be signed by the employer giving details of their risk assessment together with a **copy of their Employers Liability Insurance**. In order to satisfy Health and Safety requirements, all placements are subject to a Health and Safety check so we do ask that placements are within the Greater Manchester area. If a student is offered a placement that is further afield, they must speak to me as soon as possible in order that we can determine if Health and Safety checks will be possible. Please note there may be an associated cost to do this if the placement is out of area.

We advise that students should begin approaching employers and trying to find a self-placement as soon as possible. They will be in competition with students from other schools and colleges who may also be undertaking work experience during that week and places get taken very early. All the relevant forms must be completed no later than **Friday 21st January 2022** but the earlier the better. Please note, we are unable to approve any placement in which only one individual is employed and would therefore involve your son/daughter working on a one-to-one basis with someone, unless the student personally knows that individual.

If students wish to go on work experience but do not feel they will be able to find a suitable self-placement, they need to speak to me as soon as possible and we will do what we can to support them in finding a placement. Students should regularly check their emails as we do have a small number of school sourced placements that students can apply for through a letter of application to Mrs. Kinder – those currently available are listed on the attached sheet. The deadline to apply for one of these is **Friday 3rd December.** If students are unsuccessful they will be informed in plenty of time to still allow them to pursue a self-placement if they wish to do so.

Please could you also ensure that you complete a Consent Form (attached) and return this to school with the relevant application form.

All completed application forms should be taken to the main school office.

If you have any further queries please do not hesitate to contact me either by phone at school or at nkinder@urmstongrammar.org.uk

We hope that your son/daughter is looking forward to this exciting opportunity.

Yours sincerely

Mrs N Kinder
Head of Careers