

Urmston Grammar School



Newton Road
Urmston
Manchester
M41 5UG
email: office@urmstongrammar.org.uk
website: urmstongrammar.org.uk
Tel: 0161 748 2875
VAT Registration Number: 120 1656 61

11th June 2024

Dear Parent/Guardian

Year 12 Work Experience Programme – 1st – 5th July 2024

I am writing with the final information regarding your child's work experience.

If your child has an authorised work experience placement they have been issued with their job description which contains all the important details that they need including address, hours of work, supervisor contact details etc. For the small number of students not participating in a work experience, they are expected in school for the full week. If your child is taking part in a virtual work experience they may do this from home but this must be requested and authorised via an LA1 Request for Absence Form which is available from the school office. Students must also show evidence of their acceptance onto a virtual placement and relevant confirmations of completion.

Students have all been informed that they should by now have made contact with their supervisor to introduce themselves, ask any questions they may have and confirm the arrangements for their first day. This is essential so that they create a positive first impression and so that we are made aware of any potential issues as soon as possible. If they need any support with this, please do encourage them to come and see me.

In their assembly, students were issued with the following:

- Record book to complete during the week
Throughout the placement students should complete the booklet, it will help them to find out information about the company they are placed with and their colleagues and will be a useful reference for them in the future when they need to refer to their work experience for HE and job applications.
- Letter and Report to pass onto placement provider
Students are to hand this to their supervisor on their first day and collect it back on their last day. They should then hand this in at school when they return from work experience. We will keep this report on their files and refer to it for future university and apprenticeship/employment references.

Should your child become ill during the week and they are unable to attend the placement they must contact both the school and the placement provider before 8.30am (or their relevant start time if earlier).

Urmston Grammar School - Headteacher: Mrs R S Wall
pride, participation, empathy

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If there are any issues whilst they are on placement they have been told they can contact me or any member of the 6th form Team at school.

Towards the end of the placement week please look out for a Parent Questionnaire about work experience. I would be grateful if you could take a few minutes to complete it as it will provide useful feedback for us.

If you have any further queries please do not hesitate to contact me 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