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Urmston Grammar

A Science and Language
College with Academy
status



20th June 2022

Dear Parent/Guardian

Year 12 Work Experience Programme – 4th – 8th July 2022

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 (unless when out on Duke of Edinburgh expedition). If your child is taking part in a virtual work experience they may do this from home providing we have parental consent – please email me with your consent if this applies.

Students have all been told they should by now have made contact with their listed supervisor to introduce themselves, ask any questions they may have and confirm the arrangements for their first day. If they need any support with this, please do encourage them to come and see me.

In today's 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 9.00am. 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 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



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY

Principal: Mrs R S Wall
A Science and Language College with Academy status

