

Urmston Grammar School

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Tel: 0161 748 2875
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June 2023

Dear Parent/Guardian

Year 10 Work Experience Programme – 10th – 14th July 2023

Dear Parent/Carer

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 today with their job description which contains all the important details that they need including address, hours of work, supervisor contact details etc.

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 Fridays assembly, students were issued with the following

- Record book to complete during the week
Throughout the placement students will complete the booklet, it will help students 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 FE and job applications.
- Letter and Report to pass onto placement provider
Students are to give this to their Supervisor on their first day and collect it back on their last day. They should hand this in when they return to school. We will then keep this report on their files and refer to it for future references if required. If preferred the report can be sent direct to me by the placement provider.

Should your child become ill during the week and they are unable to attend the placement you must contact both the school and the placement provider before 9.00am.

Every student on an authorised placement will be allocated a staff supervisor - this member of staff will make contact with the provider during the placement to check how things are going and to request a visit to see the student at the placement where possible. Where this is not possible, the supervisor will try to speak to the student over the phone.

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

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If your child is on a work placement that has not been authorised, they will be issued with the same documents but will not be allocated a staff supervisor as their experience is not part of the school programme and the placement has not undergone the necessary checks.

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