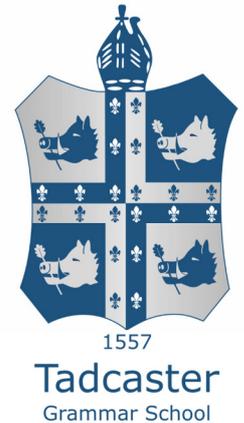


26 November 2019



Dear Parents

Year 12 Work Experience

Today we have launched the Year 12 Work Experience programme with students. We believe that there are many benefits of the scheme for students, who have crucial decisions to make about their future progression. It is our hope that completing a work placement will help prepare students for the responsibilities of working life. It may be an opportunity to sample a particular occupational area and it will also have the important advantage of being an experience that can be referenced in university and job applications.

The work experience week is scheduled for **29 June – 3 July 2020**. We expect **every** student to take part in the scheme and to find their own placement. Many companies do actively support Work Experience schemes so, if students need advice and guidance on how to source placements, Mrs Lawson, our new CEIAG, Business and Community Links Manager, will coordinate the programme from January 2020 and will be available to offer support.

Whilst we welcome students finding placements through their own contacts, we encourage students not to work directly with their parents. If you or any of your family or friends are able to offer placements to other students we would very much appreciate this support. Please share the details with us by emailing careers@tgs.starmat.uk

Mrs Lawson will need every student's work placement details by **Friday 31 January 2020**. This is to enable NYBEP (North Yorkshire Business & Enterprise Partnership) to organise all the Health and Safety checks. Please be aware that any company offering a placement must have Employer Liability Insurance.

Students and parents are responsible for all travel arrangements, including costs, with the exception of students receiving Bursary funding.

I enclose a flowchart for you to see the timeline for the organisation of the scheme.

A successful Work Experience is a partnership between the student, the parents, the employer and the school. It is important that students are encouraged to play their part in all aspects of the placement. Please contact us if you have any questions.

Yours sincerely

Mrs R Knapton
Assistant Headteacher: Director of Sixth Form

Enc.



Headteacher: Mr A Parkinson B.Sc (Hons) M.Ed M.Sc
Toulston, Tadcaster, North Yorkshire. LS24 9NB
(01937) 833466 | www.tgs.starmat.uk

Y12 Work Experience Programme 2020 Flowchart

What are your ideas?

Research your ideas via the internet e.g. National Careers Website and Kudos.

Google organisations to see if they offer placements.

Talk to parents/friends/relatives about potential opportunities.

Personality / skills / career ideas / health / where? / what? / how?



Discuss placement ideas with your Sixth Form Tutor, your parents and Mrs Lawson.

Think about the skills and experience you would like to glean.



Mrs Lawson will need to know the full details of where you intend going by

Friday 31 January 2020

This is to enable NYBEP to be able to organise Health & Safety checks.

Please be aware that any 'out of area' placements may accrue an extra cost for the Health & Safety check.



Once Mrs Lawson has your placement details she will issue you with the necessary contractual paperwork between yourself, your parents and the employer.



You need to contact your employer and get them to sign the contract; you also need to check through the document yourself and complete the student details section.

You will have to get your parents to complete their section too.



It is your responsibility to ensure that all contractual paperwork is completed and returned to Mrs Lawson by **Friday 15 May 2020**



Keep in contact with the employer leading up to the placement but do make sure that you are in contact with the employer approximately two weeks before the placement to double check and organise any of the final arrangements.



During week commencing **22 June 2020**, Mrs Lawson will issue the Health and Safety reports for you to keep as part of your records.



Work Experience week - **Monday 29 June to Friday 3 July 2020.**



Complete the workbook & hand to Mrs Lawson by **Friday 10 July 2020.**



Send a thank you card / letter to company.