



Tadcaster Grammar School

'A Culture of Excellence'

October 2018

Dear Parents

Year 12 Work Experience

This term we have launched the Year 12 Work Experience programme. 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 **1 - 5 July 2019**. 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, Ms Davies, who will coordinate the programme, will be available in the Careers Office, at break and lunchtimes.

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 give us the details by clicking on the link;

<https://goo.gl/forms/kz5ATdAT7CysFX0Z2>

Ms Davies will need every student's work placement details by **Friday, 1 February 2019**. This is to enable NYBEP (North Yorkshire Business & Enterprise Partnership) can 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.

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 Head teacher

Ms L Davies
CEIAG, Business and Community Links Manager

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