



Altrincham Grammar School for Girls

BRIGHT FUTURES EDUCATIONAL TRUST

Altrincham Grammar School for Girls

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October 2023

Dear Parents/Carers,

Year 12 Work Experience 2023-2024

We write to inform you about the work experience programme for Year 12 next summer. We request that all Year 12 students carry out a compulsory week's work experience during the end of the summer term, from **Monday 1 – Friday 5 July 2024**. We would like all of Year 12 to find a placement within the industry or profession they might be thinking of working in post 'A' level or post University. This placement should be arranged by the student; however, we ask for your support in finding a suitable work experience placement and ensure that all the required paperwork is returned to school by the dates requested.

To ensure that all students have a properly risk assessed placement, either in the workplace or virtually, we will be working in partnership with Our Futures Ltd. Our Futures carry out all the health, safety and welfare appraisals in line with the Health and Safety Executive guidelines as well as providing information assemblies, job descriptions and other administrative support during the whole process. When you completed the sixth form registration document you gave consent to sharing information with the work experience agency.

To ensure the above robust administration can be carried out and support be provided, we require **a non-refundable payment of £28 for each placement. We would request that this payment is made via Parentpay.**

All students must complete and return the following by **Monday 22 January 2024**

- **Self-placement form**
- **Consent form, signed by both student and parent**
- **Copy of Employer's Liability Insurance**
- **Payment of £28 made via Parentpay**

Placements will only be authorised if all the above documentation is completed and returned to Mrs Gillibrand, in the main school office by the deadline. In compliance with Local Authority regulations, the company/organisation must be willing to take part in a health, safety and welfare appraisal. In the unlikely event that a placement fails its appraisal, students will be supported in securing another appropriate placement. Placements should be within **Greater Manchester / South Manchester area and cannot be accepted outside of this area.**

Students who are not in an authorised work placement or not in school during the week of Monday 1 July – Friday 5 July 2024 will be registered as an unauthorised absence and will be required to meet with the Assistant Vice Principal, Head of Sixth Form and the Principal. If you require assistance with placements, please see Mrs Gillibrand, Careers Coordinator in the main school office.

Work experience has an enormous value to students in terms of their experience of possible career pathways, networking with possible future employers and giving them an additional experience to write and speak about as they apply for university places or employment. With this in mind, we strongly recommend that all students take this opportunity to secure a work placement, in doing so preparing them further for transition to university or employment.

We appreciate your support for the work experience process.

Yours sincerely,

K. Galvin

Mrs K Galvin

Assistant Vice Principal/Head of Sixth Form

K. Gillibrand

Mrs K. Gillibrand

Careers Coordinator

Principal: **Ms S Gill**