



ILKLEY GRAMMAR SCHOOL

AN ACADEMY TRUST

PHASE 2

November 2017

Dear Student

Re: Work Experience C&C Week 16th – 20th July 2018

Congratulations, you have opted to do work experience during Challenge & Celebration week which I hope will give you a greater understanding of possible career paths open to you.

To arrange your work experience, we would recommend you contact companies in order to secure a placement in an area you are interested in and that reflects your ability and aptitude. It is vital that you consider this carefully to find the most beneficial placement. Please note that not all areas will be available to those under 18 and you may have to explore an associated path for your work experience.

Ideally, students should find a placement in the wider community in the Leeds and Bradford areas and complete the 'Work Experience Post 16 Placement' form. This is attached for completion. This must be returned to Mrs J Mitchell in C10 by **the deadline of 1pm Monday 22nd January 2018.**

This deadline is important as each potential placement needs to be confirmed and risk assessed, which takes some considerable time. A placement cannot go ahead without going through this process and receiving approval from the school. Please respect the deadline as late forms will not be processed.

If you are having difficulty in deciding what to do or where to start, seek advice from either Mrs J Mitchell or Mrs K Mitchell in C10 any break, lunchtime or study period. Please speak to us – we may have contacts you can use.

If you have any questions please contact Mrs J Mitchell, from the Work Experience Team by email jo.mitchell@ilkleygs.co.uk or call into C10.

Yours sincerely

Mrs Jo Mitchell
Work Experience Team

