



ILKLEY GRAMMAR SCHOOL

AN ACADEMY TRUST

January 2018

Dear Parent/Carer

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

We are committed to offering all Year 10 students an opportunity to take part in a one week work experience placement. Such an experience offers many benefits and helps to promote the Year 10 Tie Values which include:

- Building resilience
- Linking with our Community
- Developing Leadership

All Year 10 students will be given guidance on the procedures and preparation for work experience during Citizenship lessons including producing a C.V, letter of application for a job and a mock interview in June.

We are encouraging students to find their own work experience placements. We would recommend they contact companies in order to secure a placement in an area they are interested in and that reflects their ability and aptitude. It is vital that students consider this carefully to find the most beneficial placement. Students should make such contact under the guidance of an adult, either at home or in school. We recommend using a school email address and not contacting individuals on social media.

Ideally, students will find a placement in the wider community in the Leeds and Bradford areas and complete the 'Work Experience Placement' form as fully as possible. This will be given out on Thursday 11/01/18 during Check-in and is attached for completion. This must be returned to Mrs J Mitchell in C10 by Friday 23/02/18 - **please ensure you sign as parent/carer.**

This deadline is important as each potential placement needs to be confirmed and risk assessed, which takes some considerable time for 250 student placements. A placement cannot go ahead without going through this process and receiving approval from the school. Please encourage students to respect the deadline as late forms will not be processed until all other placements are organised.

Students have been advised that if they are having difficulty in deciding what to do or where to start to seek advice from either Mrs J Mitchell or Mrs K Mitchell in C10 any break or lunchtime. Please encourage your child to speak to us. Students will also be given a handy hints sheet to help them explore placement possibilities during Personal Best Time and in Citizenship lessons to secure a meaningful placement. Support and advice is available in school.

If you, as an employer, are willing to offer a placement to any of our students at your place of work, please contact Mrs Mitchell, who will contact you if a student is interested in your field. We would be extremely grateful if you could support us in this way and look to build up links with the local and wider community.

If you have any questions please contact Mrs J Mitchell, from the Work Experience Team by email jo.mitchell@ilkleygs.co.uk or phone 01943 608424 ext. 238.

Yours sincerely

Jamie Gutch
Assistant Headteacher

Jo Mitchell
Work Experience Team

