



HARROGATE  
GRAMMAR SCHOOL  
AN INDEPENDENT ACADEMY TRUST

September 2014

Dear Parents/Carers

**Year 11 Work Experience - July 2015**

During 2014-2015 we are hoping to involve all Year 11 students in work experience as part of their overall school curriculum by offering them the opportunity to participate in a work experience placement for two weeks following their GCSE exams in the summer term. This opportunity was launched with students at the start of Year 11 in an assembly reminding them about this valuable opportunity and so that they would be aware of the deadlines they will have to meet to confirm their intention to participate in work experience and will have time to secure a placement.

Work Experience is optional for Year 11 students but we do hope that many of them will take the opportunity to participate in the scheme. The main aims of work experience are to give students a first-hand insight into the world of work, to enhance their own personal and social development and to increase their careers awareness. We see this as an invaluable opportunity for students and we hope they will take full advantage of it.

The dates for the placement are Monday 29th June to Friday 10th July 2015 and students are encouraged to find one placement for the two weeks. To facilitate the scheme we would like, as in previous years, students, with your help, to find their own places. The placement may be found through personal contacts or by students writing to places or companies that interest them. Can we also stress that if a placement has not been found yet that this procedure needs to be commenced immediately, as students from other schools in the area will also be looking for placements in July 2015.

Because of new legislation, all places have to be inspected by North Yorkshire Health and Safety officials to ensure their suitability for students. This is done for Harrogate Grammar School by NYBEP (North Yorkshire Business and Enterprise Partnership) and all places must be approved by them before students are allowed to go on work experience. In view of the fact that Government support for Work Experience has now been withdrawn for all schools, including academies, the cost of the required health and safety visits has been increased to £32 per student. We are prepared to subsidise it for this year only for £16 and we are asking for a contribution from parents for £16. Please can payment be made online by going to [www.harrogategrammar.co.uk](http://www.harrogategrammar.co.uk). Alternatively, please send a cheque made payable to Harrogate Grammar School in a clearly marked envelope and post through the 'Trips & Visits' letterbox next to reception.

This payment applies to all students regardless of the location of their placement however we would advise students to limit their placement to within Harrogate, York or North Yorkshire as places beyond these areas cannot be approved by NYBEP and parents should be aware that applying for a placement outside the County will incur an additional charge of between £12 and £60 to cover further Health and Safety checks for these types of placements. Any student wishing to go on work experience outside of the County must see the Work Experience Co-ordinator in advance and it is essential that placements out of county are arranged as soon as possible. If a student intends to go out of county for their placement then parents will be contacted in advance to approve the additional cost for Health and Safety inspections.




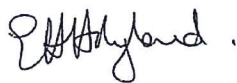
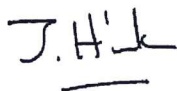
NYBEP does require all placements to be arranged at least 3 months before the start date to enable Health and Safety checks to be completed so students must return their paperwork to school by **Friday 28<sup>th</sup> November 2014 in order for their paperwork to be processed in time to request the relevant Health and Safety checks to be completed.** Parents and students should be aware that placements not secured by this date and paperwork returned to school after this date cannot be guaranteed to be passed for Health and Safety checks and may not be approved. Students will be made aware of this very important deadline and we appreciate your support in ensuring that your son or daughter has organised their placement before this deadline.

Year 11 Work Experience, as explained earlier in the letter, has already been launched with students and they should be thinking about where they would like to be applying to or even secured their placement by now. They will receive support with the whole process through their Personal Development lessons this year and pupils also have the opportunity to request an interview with a Careers Adviser if they would like any additional help in searching for placements. These will be offered on a first come first served basis and pupils need to contact the Work Experience Co-ordinator as soon as possible to request an interview.

There are a number of forms and procedures which have to be completed before a student can attend their work experience placement so it is very important that these are completed fully by the correct person otherwise they cannot be accepted. At this stage the **Student Work Experience Placement Form** attached at the back of this letter is the most important document which we require completing as soon as a student has secured their placement. This must be completed by parents and the employer and then returned to the **Personal Development Office by Friday 28<sup>th</sup> November 2014.** Please ensure that all sections are completed fully and that information is printed. If any information is missing then we will be unable to submit the form and will have to return it to the student.

We hope that all of the above will help students to find a valuable work experience placement and please contact us at school if you have any questions or require any further information. We would also like to remind students and parents about the annual HGS Careers Fair which takes place this year on Thursday 13<sup>th</sup> November in the Sixth Form from 7.00-8.30 pm. This would be a valuable opportunity for students in Year 11 to talk with a range of employers and business sectors and a number of our students in the past have even managed to secure work experience placements following the evening so we look forward to seeing you at the event.

Yours sincerely



**Mrs J Hinkins and Mrs E Holyland  
Work Experience Coordinators**

**Miss E J Wood  
Assistant Headteacher**

## WRITING FOR A WORK EXPERIENCE PLACEMENT

### IMPORTANT

- CORRECT SPELLING AND PUNCTUATION
- NEAT, LEGIBLE PRESENTATION

### CONTENT

1. Introduce yourself - name, age, school, year group
2. Why you are writing - to consider if they would take you on WE - dates
3. Purpose of WE - insight into the world of work, greater careers awareness, enhance personal and social skills
4. About you - personal details - family - school activities - out of school interests - what you are like
5. Why this company - link to careers plans - area of study in future - general interest - find out more
6. Follow up - willingness to go to meet them - attend interview - send further details
7. Sign off appropriately

On the other side of this sheet you will find an example of a letter with alternative sections for paragraph 3.

Parts of the example have been left blank or put in brackets as these details will be specific to the person writing the letter.

Use the example as a guide in writing your letter.

REMEMBER it is only a guide and you should make your letter appropriate for the company you are applying to and your own reasons for applying to it.



**EXAMPLE (To a firm of Solicitors)**

12 Valley Close  
HARROGATE  
HG1 3DF

10/09/14

Dear .....

My name is ..... and I am a student in Year 11 at Harrogate Grammar School. My purpose in writing is to ask you to consider taking me on Work Experience Placement from ..... (date). The aims of the school's Work Experience Programme are to give pupils an insight into the world of work, to increase their careers awareness and enhance social and personal skills.

I live in Harrogate with my parents and my younger brother. At school I am studying (10) GCSE subjects with my strongest being (English), (Maths) and (Art). I also (play for the school ..... team / am a member of the Swing Band). Outside school I am a (Venture Scout) and in my spare time I enjoy (most sports) and in particular (Mountain Biking).

I am applying to you as I am interested in a career in law. At present my knowledge is limited, mainly to what I see on TV, but it is my intention to take an A Level in Law and then go on to study the subject at University. Work Experience with you would give me a clearer awareness of the everyday reality of the profession.

If you are willing to consider me I would be pleased to come and meet you or attend for an interview. I can also send you any further details you require.

I look forward to hearing from you.

Yours faithfully - if you began with Dear Sir or Madam  
Yours sincerely - if you began with Dear then a person's name

**ALTERNATIVES FOR PARAGRAPH 3 ABOVE**

1. To a Vet

I am applying to you as I am interested in a career working with animals. I spend much of my time with animals, owning a horse, a dog and several hamsters. I would love to become a vet and that is my aim if A Level grades are good enough. To spend time with you would give me a clearer awareness of the practical, everyday reality of working with animals.

2. To a Garage

My hobby is riding trials bikes and it is my intention after school to have a career in motor engineering. A placement with your garage would give me a clearer understanding of the everyday practicalities of such a career.

3. If area applied to is not related to potential career, e.g. to a shop but intend to join the Army

Although I intend to join the Army when I leave school I am applying to you as I feel the prospect of meeting customers, dealing with the public and working with adults I do not know, will greatly develop my inter-personal skills.



## Harrogate Grammar School Work Experience

Monday 29<sup>th</sup> June – Friday 10<sup>th</sup> July 2015

### Student Work Experience Placement Form

**Please read the following important information carefully before completing this form**

Please **print** all information and **ensure that all sections are completed** otherwise Student Work Experience Placement Forms cannot be accepted. There are 3 sections which need to be completed so that the placement information can be submitted to NYBEP for the required Health and Safety checks to take place in order to confirm a work experience placement. The sections must be completed by the following people:

Section 1 – Student Health Information to be completed by Parent/Guardian

Section 2 – Contact details for the placement to be completed by employer

Section 3 – Description of student placement to also be completed by employer

Once all sections of the form are completed it must be returned to the Personal Development Office (Downstairs office in H Block). Students and parents should be aware that any placements outside of North Yorkshire (including Leeds and Bradford) are likely to incur an additional cost and this can range from £15-£50 depending on location. These costs will always be made clear prior to carrying out a Health and Safety visit and parents will have to agree to the costs before the visit is activated. The deadline for all students to return this form confirming their placement is:

## Friday 28<sup>th</sup> November 2014

Students returning their forms after this date should be aware that it may not be possible to complete Health and Safety visits in time and therefore they will be unable to participate in the Work Experience Programme.

### Health Information – To be completed by Parent/ Guardian (please print)

Student name: \_\_\_\_\_ Form: \_\_\_\_\_

Does the student suffer from any of the following:

Migraines **Yes/ No**    Diabetes **Yes/ No**    Asthma **Yes/ No**    Hearing problems **Yes/ No**  
Mobility problems **Yes/ No**    Allergies **Yes/ No** - if **Yes** please describe the allergy:

\_\_\_\_\_

Any other medical ailments or illnesses which an employer would need to be aware of:

\_\_\_\_\_

Parent/guardian name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employer Details – To be completed by employer (please print)**

Company name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

Contact responsible for student on placement: \_\_\_\_\_

**Description of placement – To be completed by employer (please print)**

**Dates for this work experience placement:**

\_\_\_\_\_

Hours of work: Start \_\_\_\_\_ End \_\_\_\_\_

\_\_\_\_\_

Work Experience student job title and brief description of tasks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dress code for student:

\_\_\_\_\_

Arrangements for students at lunchtime (e.g. to stay on site, able to leave premises unsupervised):

\_\_\_\_\_

\_\_\_\_\_

As the employer/representative of the employer I agree to the above named student working on my premises in accordance with the Letter of Understanding and acknowledge my responsibilities under the Health and Safety Work Act. The student's age and inexperience will be taken into account when agreeing tasks. I also sign to confirm that:

- I have employers and public liability insurance (ELI & PLI)
- I have checked that the student will be covered by this insurance
- I am willing to produce the insurance certificates for a H&S visitor if necessary
- I agree to a health and safety check if needed

Name (printed): \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Many thanks for your support for our Work Experience programme. We look forward to working with students, parents and employers in July 2015.

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