

November 2021

Dear Parents/Carer,

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| WORK EXPERIENCE FOR YEAR 11 FROM 27th JUNE TO 1st JULY 2022 |
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At this time of year we ask our Year 11 pupils to start looking for a work experience placement for June/July 2022. Our pupils gain a valuable experience for their future through their work placements and it often helps them to consider their long term Career options. Universities, Colleges and Employers now expect young people to support their applications with details of work experience and so it is increasingly important that we collaborate together to create that opportunity for your child. These dates have been agreed between schools to avoid clashes and excessive demands on local businesses.

I understand it takes time to make contacts and secure a placement and so I am setting the process in motion now. Every year many Work Placements have been gained via the networking of the girls' friends and relatives. Organisations that do not normally offer work experience often do so for individuals who are known to them.

Alternatively, your daughter may need to directly contact employers that they are interested in working for to ask about possible work experience opportunities.

In addition, we need to arrange for placements to be Health and Safety checked and this takes a considerable time. It is therefore important that all information is handed in by the absolute deadline of the 25th February 2022. **We will need you to fill in full details of the proposed placement on the Work Experience Form that is attached to this letter and also on our website (This is on the 'Online Office' drop down menu under 'Letters,' 'Year 11,' 'Year 11 work experience form 2021-22')**. This can be printed and submitted in school or emailed to me at: johnsona@msg.kent.sch.uk

The receipt of the work experience form by the date outlined, enables the Health and Safety checks to be completed by the required date of Friday the 25th February. Without this your child will not be able to complete the work experience opportunity available at this time.

Please do not hesitate to contact me for any clarification if needed.

Yours sincerely

A. A. Johnson

Miss A. Johnson
Careers Leader