



Queen Mary's Grammar School

Headmaster: R J Langton, M A

16th March, 2020

Dear Parent(s),

Re: Year 12 Workplace Experience Week – Deadline 30th March

Following on from the parental information letter dated 23rd January, we are writing to remind you that the deadline for students to have a confirmed workplace placement is the **30th March**.

Students have now had over 9 weeks to arrange a placement and it may well be the case that your child has already arranged a placement. However if that is not the case we would be grateful if you could liaise and assist your child to ensure that written confirmation of a suitable placement has been submitted to **Miss Weston, the Sixth-form Operations Manager by the 30th March deadline.**

As part of the sixth-form programme all Year 12 students are expected to complete a one-week workplace experience placement during the week after the May half-term from the **1st - 5th June 2020**. A Work Experience placement is good preparation for life beyond school, whether it be in support of a university application or grounding for future employment and helps the students to learn and develop the skills and attitudes required for the world of work.

Along with a launch assembly in January, guidance and support has been provided to all students in the form of written advice on how to approach companies and access to an employer database. It is important to note that they can also find their own placement contacts via family and friends, however, all placements even if known to the student must be checked by SIPS Education to ensure the health and safety regulations are met, therefore safeguarding all students. Meeting the 30th March deadline is therefore vitally important to allow the school and SIPS Education to carry out all of the placement company health and safety checks for each student.

We would be very grateful if you could prompt (and if necessary support) your child to ensure that they take the required steps to secure a work experience placement and meet the 30th March deadline.

Yours sincerely,

Mr P. Sunley
CEIAG Coordinator

Mr R. Matley
Head of Sixth Form