

ENFIELD GRAMMAR SCHOOL

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An Academy Trust
(Company No. 07697044)

8 November 2019

Dear Parent/Carer and Student,

Year 12 Work Experience 22 June 2018 to 26 June 2020 and PROGRESSION WEEK 2020

Students who attend our sixth form are able to participate in a number of programmes and initiatives to support future career pathway choices and which add important supporting evidence to applications for universities, apprenticeships and employment.

With this in mind all Year 12 students are given the opportunity to complete a one week work experience placement during the week **22 June- 26 June 2020**.

Students who do not find or wish to take part in work experience will take part in the Progression Week activities. This will include a trip to the Bedfordshire UCAS conference, University visit and a carousel of speakers to advise on personal statements, apprenticeships and other routes after sixth form. All resources will be available for students on work experience. We will ask students completing Progression week activities for a contribution. There will not be any lessons during this week.

Each student will be expected to find their own appropriate work experience placement and guidance will be available to help with research skills and CV completion. A Private Placement Form is therefore attached to this letter and should be returned to Mrs Jeffrey as soon as possible but no later than the 9 February 2018.

The form must be signed by a parent/carers and the prospective employer and include the necessary insurance information as all prospective employers have to provide evidence of their Employers Liability Insurance and are liable to a health and safety inspection.

In order for placements to be confirmed there are two further forms that you will be asked to sign and return before June. The first is a Parent Agreement Form which you will be asked to sign to confirm that you are in agreement with the placement. The second is issued just before the students go out on work experience and contains their employer's details. Students must then contact their employer as soon as possible to arrange an interview.

Finally, if you have any questions or if we can be of any help please do not hesitate to contact us at school.

Yours sincerely

Ms E Igbokwe
Head of Sixth Form

