

27 September 2021

Dear Parents and Carers,

**Year 12 Work Experience Programme – 18 - 22 July 2022**

In Year 12 all students are given the opportunity to participate in work experience, which we believe, enables them to:

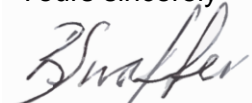
- Explore likes and dislikes to develop future career planning
- Develop self-confidence and interpersonal skills
- Raise awareness of the workplace and how organisations are structured
- Understand the importance of self-discipline in achieving own objectives
- Experience the world of work through active participation and observation
- Gain valuable experiences which can be added to a CV and enhance university applications

Students will be asked to contact organisations about possible work placements which will take place in the last week of the summer term, 18–22 July 2022. We understand that in the current circumstances this may not be easy to arrange but we hope that by the summer things will have improved. Students will have an opportunity to ask questions during a Tutor led lesson on Tuesday 28 September and Ms Swanton, Careers Manager, will be available to offer ongoing advice and support with gaining a work experience placement.

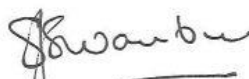
For each placement offered to a student, we do require detailed information. Once a placement has been secured, students or parents must complete this form <https://forms.office.com/r/KQzy3q2U5Z>. The employer is then asked by Ms Swanton to complete a short questionnaire. Once this is returned with all the relevant health and safety information the placement can be approved.

So that all the paperwork can be completed in ample time please could students ensure that details are sent as soon as the placement is confirmed by the employer. The deadline is Friday 17 June 2022. A reminder letter will be sent after Easter. Employers quite often need to be reminded to return their form, therefore the earlier we get the information the better. If placement details are handed in after the deadline, or if for some other reason the paperwork cannot be completed in time, then you will be contacted, as School would not be able to approve a placement where proof of Employers Liability Insurance is not obtained. Please do not hesitate to contact Ms Swanton if you require any further information [sswanton@wealdgs.org](mailto:sswanton@wealdgs.org)

Yours sincerely



**Mrs B Swaffer**  
Acting Head of Sixth Form



**Ms S Swanton**  
Careers Manager

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**Weald of Kent Grammar School Academy Trust**

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