

2nd October 2020

Dear Year 11 student

WORK EXPERIENCE SUMMER 2021

Part of your planning for your future university/career involves work experience. Despite the current pandemic, we still hope that you will be able to do this in the summer of 2021.

WHAT IS IT?

You will undertake a work placement with an organisation in the UK after GCSE exams – you may do a few days or both weeks if you wish to.

WHEN? Weeks commencing 21st June and 28th June 2021

WHY?

- Build your confidence
- Develop team working skills
- Develop communication skills
- Gain insight into how businesses & organisations are 'run'
- Find out about future career choices
- Possible: job offer?
- Experience needed for university application especially for highly competitive courses e.g. Medicine, Dentistry, Law

WHAT NEEDS TO BE DONE?

1. Write and find someone in the UK who is willing to offer you a placement on the above dates – consider the PowerPoint that you will be shown in Wellbeing. The school does have some placements, but it is always better if you attempt to find one yourself in something that you are possibly interested in doing as a career.

2. Once you have a confirmed placement complete the **Work Experience Programme** form and hand it in or email it to kmartin@mhsg.manchester.sch.uk . **Spare copies will be available from me or will be available on Moodle and the school bulletin.**

3. The school will then send the form to the contact person that you have supplied so that they can sign the bottom half of the form and complete the necessary risk assessments.

4. Complete and fill in the Work Experience **Code of Conduct** form (there is a parent **and** pupil section!) and return to Miss Martin.
5. There will be a **Work Experience Diary** that will be emailed out later in the year. You will be asked to complete this during your placement.
6. Once you have completed your work experience, we will send a feedback form to the employers who will be asked to fill in a summary of the time that you have spent with them. This will then be used to help complete your UCAS form in Sixth Form.
7. It is your responsibility to organise the details of your placement e.g. Arrival times/ dress/ duties.

Any concerns please contact Miss Martin.

WORK EXPERIENCE PROGRAMME – JUNE/JULY 2021

Student's Name:		
Student's Contact Details		
Emergency Contact Details:	1 st Number	2 nd Number
	Relationship:	Relationship:
Organisation:		
Contact Person:		
Tel number(s) of contact:		
Email of contact:		
Address of placement:		
Dates of placement:		

Thank you for agreeing for the above named student to spend time with you as part of the School's Work Experience Programme. The following guidelines have been drawn up to ensure that both the students and the organisations gain maximum benefit.

1. The student will carry out meaningful work for the benefit of other people, the community or the environment.
2. The student will not receive any payment for the work.
3. The student will be responsible to a named member of the organisation.
 - a. The employing organisation confirms that the person providing instruction or training for the student is not barred from working with children.
4. The employing organisation will ensure that the student is not required to operate any hazardous machine, to work in a hazardous environment or to carry out work of an unsuitable or objectionable nature.
5. The employing organisation will conform to the Management of Health and Safety at Work regulations 1999.
 - a. The employing organisation confirms that its public/employer's liability insurance policy covers students on work-experience placements.
 - b. The employing organisation confirms that it will carry out a risk assessment before the student starts work experience.
 - c. The employing organisation confirms that action will be taken to protect the student from any potential harm.

I have read the above notes and their contents are acceptable to me.

SIGNED.....DATE

ORGANISATION:

Please return a copy of this form to: Miss K Martin, Work Experience Coordinator, Manchester High School for Girls, Grangethorpe Road, Manchester M14 6HS. Tel: 0161 224 0447
email: kmartin@mhsg.manchester.sch.uk

CODE OF CONDUCT

These forms must be returned to me

Thank you.



Miss K Martin
Work Experience coordinator kmartin@mhsg.manchester.sch.uk

PART ONE

MANCHESTER HIGH SCHOOL FOR GIRLS

Year 11 Work Experience Summer 2021

- I agree to my daughter _____ Form: _____
participating in the work experience scheme after her GCSE examinations during the summer of 2021.
- I shall support my daughter in conforming to whatever arrangements are made.
- I confirm that I will inform the employers of any medical information they need to know to ensure my daughter's safety (e.g. medication being taken, allergies etc.)

Signed (Parent/Guardian) Date

PART TWO

Student Declaration

I have read the Work Experience Code of Conduct and list of Expectations and agree to abide by them.

Name: _____ Form: _____

Signature: Date:.....