

June 2024

Year 13 Work Experience



**Glenlola
Collegiate
School
Bangor**

Dear Parent/Guardian,

Following your daughter's AS Level examinations, the focus for the remainder of the year will turn to Work Experience.

If your daughter has been able to secure a placement, this will take place during the week commencing Monday 10 June. Placements are only able to take place if all relevant paperwork was completed and submitted before the Easter holidays. Pupils have received confirmation of their approved placements on the Senior School Careers Google Classroom. Any pupil whose placement has not been approved will also have been notified. Attached you will find a copy of the 'Work Experience Requirements and Stipulations' that you received at the start of the year.

At the beginning of the year in Careers class, your daughter started completing her Work Experience book. This contains pages including a Work Experience diary that should be completed while on placement. There is also useful guidance for her placement, information on health and safety and safeguarding, as well as a section for her work experience review. Page 15 includes useful guidance that should be revised before the placement begins.

Following the in-person placements, your daughter will then attend sessions taken by Careers staff that will begin preparation for UCAS applications and writing personal statements. Another important part of these sessions is to complete a post work experience review, a requirement stated in the EA Work Experience Arrangements guidance. **Attendance at these sessions is essential.** They will be taking place from Monday 17 June to Wednesday 19 June, and information on when your daughter should attend has been shared with pupils via the Senior School Careers Google Classroom.

A large amount of administration is required from employers who provide work experience placements, in addition to arrangements for pupils during the placements. Therefore, we have also asked that, following the completion of the placement, your daughter should contact employers who have accommodated their placement to thank them. This can be done in writing or by email using the templates shared with pupils on Google Classroom.

For various reasons, your daughter may not have been able to secure an in-person placement. However, there are other opportunities for your daughter to take advantage of. She can use Unifrog to complete MOOCs (Massive Open Online Courses), undertake voluntary activities and look for virtual work experience opportunities to complete at home to help prepare for her preferred course of post-18 study or employment.

If, for any reason, your daughter is unable to attend her placement, it is important that she lets both myself at School and the employer know as soon as possible with details of when she expects to return.

Your daughter will receive a visit from a member of staff from School during her placement, and we are looking forward to seeing the pupils in action and to hear all about how they have made the most of this exciting opportunity. I would like to wish your daughter all the best for her placement.

Yours sincerely,

Mrs J Barr
Teacher-in-charge of Work Experience

Educating Girls in Bangor for 125 Years

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