

June 2026

Year 13 Work Experience

Dear Parent/Guardian,

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

If your child has been able to secure a placement, this will take place during the week commencing Monday 8 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 who did not complete the required forms or whose employer has not completed the relevant paperwork will not have had their placement approved. Attached you will find a copy of the 'Work Experience Requirements and Stipulations'.

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

Following the in-person placements, your child 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 15 June to Wednesday 17 June, and information on when your child should attend has already been shared with pupils in class and will also be shared 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 child 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 child may not have been able to secure an in-person placement. However, there are other opportunities for your child to take advantage of. They 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 their preferred course of post-18 study or employment.

If, for any reason, your child is unable to attend their placement, it is important that they let both myself at School and the employer know as soon as possible with details of when they expect to return.

Your child will receive a visit from a member of staff from School during the 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 child all the best for their placement.

Yours sincerely,

Mrs J Barr
Teacher-in-charge of Work Experience

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