

## Y12 Work Experience – Summer 2024

Dear Parents and Carers

As in previous years we are giving our Year 12 students the opportunity to undertake up to 5 days Work Experience during term time in Enrichment Week (Monday 24<sup>th</sup> June – Friday 28<sup>th</sup> June 2024) as part of our Careers Education Programme.

During enrichment week, students may also

- Complete a virtual placement if they are unable to find an in-person experience – these are most commonly through [Springpod](#), [pathwayctm.com](#) and/or [S2Snext.gen](#). We will continue to promote these and other opportunities as they become available.
- Use the time to visit specific universities that they are considering making applications to.
- Ensure that they have completed their personal statements (we hope to be able to run some personal statement surgeries at that time).

We are aware that not all of the opportunities that the students find will be during that week; if they find a placement on alternative dates, they should seek permission to attend from Dr Rose AND complete the relevant Unifrog forms for us to gain approval from the employers. There will also be specific placements which can only be completed in the summer holidays; information about these should also be submitted via Unifrog.

Unfortunately, the school is unable to routinely provide the students with contacts and it is their responsibility to source and arrange the placements; however, we are slowly building up a database of contacts, so please ask your child to see me if they need any additional guidance.

Students may not be able to secure placements in the “role” of their choice; however, it is important for them to recognise that there are key skills required in **any** work place such as communication, managing self and others, problem solving, organisation, self-regulation, ongoing learning, teamwork and time management. Ultimately, if a student wishes to follow a medical course in the future, any work with people (eg reading in a primary school, volunteering at a holiday club, working with the elderly, working in an office at a medical practice) will be of benefit.

The Work Experience Guide (included with this letter) outlines the details that the students will need to obtain from the work experience placement; these will need to be submitted to the school using the Unifrog Placements Tool, no later than 7<sup>th</sup> May 2024.

Once the student has submitted the information needed by the Student Initial Form on Unifrog, it is shared with the employer for them to check and confirm key details, in terms of the arrangements for the placement and aspects relating to Insurance, Risk Assessment, GDPR and Health & Safety.

Headteacher: Ms K. Stevens

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This information about the placement will then be shared with you (using an email address that your child will have provided on their initial form) for you to sign the Parent/guardian agreement. You will be asked for the following information

- Name, email address and phone number
- Does the student have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the student)
- Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student
- Agreement for the student to take part in the placement

It is only once the Student, Employer and you as Parents/Carers have signed off on the placement, that we will give the final consent for the placement. The system will then email the students, employers and you as parents/carers to confirm that the placement can go ahead.

The students will be asked to complete a Work Experience Journal (see Work Experience Handbook) and both the employer and the student will need to complete a review of the placement once it is completed.

We hope that you will be able to support your child to arrange some appropriate face-to-face Work Experience or participate in one of the many virtual opportunities that are shared with them.

Yours sincerely

A handwritten signature in blue ink that reads "J Rose". The signature is written in a cursive style with a large initial 'J'.

Dr Janet Rose  
Assistant Headteacher