

31 October 2023

Dear Parent or Carer

WORK EXPERIENCE 2024: BAY HOUSE SIXTH FORM

We are pleased to confirm that Lower Sixth students at Bay House Sixth Form will be given the opportunity to take part in work experience during the week of **1 to 5 July 2024**.

Taking part in work experience is a valuable opportunity for young people to experience the world of work, develop business awareness and gain practical knowledge and skills, alongside an insight into different jobs and industries. Work experience develops key employability skills such as timekeeping and communication, optimises a CV or application form and enables students to grow their network of contacts, which is becoming increasingly important.

Students will be invited to arrange a five day placement with an employer of their choice, which must be for at least six hours per day, up to a maximum of eight hours per day; students can have multiple short placements if they wish. We ask students to take responsibility for finding their own placement to ensure a greater level of commitment and enable them to secure a placement which meets their interests or future career aspirations. By announcing the date early in the academic year, we hope to give students sufficient time to source a placement they will enjoy. Work experience is unpaid, however many students have been offered part-time work, summer jobs and apprenticeships following a placement.

Employers will need to have employer's liability insurance in place, which includes cover for young people under the age of 18; different rules apply for working with relatives or sole traders, so please check with us if your proposed placement falls into these categories. We do not encourage students to work at Bay House or with their parents, but to look further afield and experience new environments.

This year we will be using the award-winning platform, Unifrog - this is to streamline the process and avoid any additional costs for parents. Once a suitable placement has been verbally secured, students will need to access Unifrog and input the details online; we will then obtain copies of relevant documents from the employer and seek parental consent. Work experience cannot take place until the online process has been completed in full and the placement authorised by the Careers Team. Please ensure employer details are provided, and parental consent given, by **Friday 3 May 2024** to enable us to finalise the placement. Full details of the online process can be found on our Careers microsite careers.gfmat.org.

We will be encouraging all students to take part in this valuable learning opportunity. Students who choose not to secure a work experience placement will be expected to attend the Sixth Form all week and follow a timetable of lessons.

If you have any queries, please do not hesitate to email careers@gfmat.org. In the meantime, thank you for your support.

Yours sincerely

Nicki Craven

Trust Lead for Careers and Business Liaison