

# North Halifax Grammar School

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March 2018

Dear Parent or Carer

## **Re: Year 11 Career Development Placement**

Your child's Career Development Placement will be taking place from **Monday 1<sup>st</sup> October to Friday 5<sup>th</sup> October 2018** during Year 11. Initial preparations are currently underway and the time has now come for your daughter or son to complete a Career Development application form. Please ensure that all relevant sections of the form are filled in and that the completed form is signed by you and returned to either Mrs Garnett or Mrs Manley in the school office no later than **Monday 16<sup>th</sup> April 2018**.

The placement is intended to help your child develop a greater appreciation of employment issues and the world of work, whilst at the same time providing an opportunity to build self-confidence and take personal responsibility for their actions. Feedback from students and placements are very positive and we know from this that both parties gain a lot from the experience. Preparation and follow-up work will be carried out during Tutorial and RPSE sessions.

The process of arranging placements takes a great deal of time and is extremely involved, requiring collaboration between the school, Calderdale and Kirklees Careers Service and employers. Students are encouraged to take an active role in the whole process by arranging their own placements using their own and parental contacts. Your daughter or son should apply for their placement by sending a CV and covering letter or by sending a letter of application to the company they would like to apply to for their Career Development Placement. They must also send, along with their CV etc, a letter and a form from school to the employer. The letter contains information from the school and is to be completed by the employer and faxed or emailed back to school when your child's placement is confirmed. It may be beneficial to make an initial phone call to the placement to find out if students are accepted and if that particular week is available before sending the paperwork to save time. Please advise your child to apply for one placement and wait for the reply rather than apply for many placements as this will mean there are fewer placements for other students. If they have had no reply within 2 weeks we would advise that a follow up phone call is made. **Calderdale and Huddersfield NHS Foundation Trust and West Yorkshire Police no longer accept students in Year 11 for Work Experience placements.**

To help your daughter or son find their own placement, we have e-mailed them a booklet which provides details of successful placements our students have attended in the past. If your daughter or son is unable to arrange their own placement and would like some help finding an appropriate placement, please ask them to see either Mrs Garnett or Mrs Manley for help finding a suitable placement. It will still be your child's responsibility to send a CV and covering letter or letter of application to the chosen employer.

The cost for the health and safety checks to be completed by Calderdale and Kirklees Careers is currently £31 per person, and in 2017 the total cost of checks was over £3700. This cost is not sustainable to the school, although we understand the benefits of offering the opportunity to all our students in Year 11. We therefore need to ask parents for a voluntary contribution of £20 towards the cost of these checks. You can log on to [www.ParentPay.com](http://www.ParentPay.com) and make your payment online – our preferred method of payment.

Please note that placements must be approved for health and safety by Calderdale and Kirklees Careers Service, unless they are deemed to be low risk (council buildings and schools) where information will be sought direct from school. On a rare occasion where the choice of placement cannot be approved for health and safety, North Halifax Grammar School cannot authorise the placement and your daughter or son will have to find an alternative placement or ask for help in finding one. We must point out that your daughter or son may not be insured if they are not on a placement approved by the Calderdale and Kirklees Careers Service. In this case the employer you have selected may be in breach of employment and health and safety legislation.

Principal Mr A G Fisher

Registered Office: North Halifax Grammar School Moorbottom Road Illingworth Halifax HX2 9SU

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Schedule

- Monday **16<sup>th</sup> April** – all completed and signed application forms must be returned to Mrs Garnett or Mrs Manley by this date
- Friday **25<sup>th</sup> May** – all placements arranged, checked for health and safety and Employer Public Liability Insurance. Full database sent to Calderdale and Kirklees Careers Service
- July to September – Calderdale and Kirklees Careers Service to carry out any remaining health and safety assessments
- September – job descriptions to be issued to students, and they should contact employers by telephone to make final arrangements
- 1<sup>st</sup> October 2018 – Career Development Placements begin

Along with this letter you should receive a Career Development Placement application form, a step by step guide, and a letter and form to be sent to the prospective employer.

Yours sincerely

*C.H. Garnett*

Mrs Garnett  
Upper School Administrator

*W.A. Manley*

Mrs Manley  
School Organisation Manager

Encs.