**Choose a placement to approach to request a placement**

**Be brave**

Phone call to placement:

You:

“Hi, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I’m a student at North Halifax Grammar School, I wondered if you accept students for work experience placements”

Reply from placement

Yes No



Move on to your next placement choice and repeat these stages

Send the ‘Letter to Employer’ to the employer. These can be found digitally on the NHGS website and on the [Careers Google Classroom](https://classroom.google.com/c/MTg0OTM5NDU5MDU3?cjc=ig77t54).

Add the placement to Morrisby under the Progress tab.

You:

“Thank you, please could you pencil me in for those dates and I’ll send the paperwork to you. Please could I have your name and email or postal address?”

“Thank you very much for taking my call. Goodbye.”

Yes

No

You:

“Thank you very much for taking my call. Goodbye.”

*You could always take this opportunity to try to get some work experience during the school holidays if you really wanted to go there.*

You:

“That’s fantastic; do you have any vacancies from **Monday 8th June to Friday 12th June 2026**