

North Halifax Grammar School

Living to Learn | Learning to Live

T: 01422 244625 F: 01422 245237 mail@nhgs.co.uk www.nhgs.co.uk



January 2024

Dear Parent or Carer

Re: Year 10 Career Development Placement

Your child's Career Development Placement will be taking place from **Monday 8th July to Friday 12th July** during Year 10. During this week the whole year group will be off timetable and will be attending a placement of their choice. Initial preparations are currently underway and students should be considering what type of career they would like to try for one week and approach local employers to enquire if they accept students on placement and if they have availability for the dates required. Students will receive Google form in January. Once they have secured a placement they should complete the form to let us know where they have arranged to attend. This should be completed before **Friday 23rd February 2024**. Students will receive a copy of the details they have submitted to school which they should be able to share with you. We then ask that parents log onto ParentPay and consent to the placement going ahead.

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, Xperience (who ensure the health and safety checks are carried out) 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 as well as researching companies they would be interested in working for. To help your child find their own placement, we have shared with them on the google drive a booklet which provides details of successful placements our students have attended in the past. Should students need any additional help finding a placement they should visit me in the Careers Resource Centre, located just inside the Library next to the NHGS 99. A good starting point is to do a Google search for the type of career they are interested in on Google Maps. It will still be your child's responsibility to send a CV and covering letter or letter of application to the chosen employer as this is one of the learning outcomes we want them to achieve as part of this process.

Your child 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 to Employer' and a 'Placement Acceptance Form' from school to the employer, these can be found on the Careers Google Classroom in January or on the school website at <https://www.nhgs.co.uk/careers-and-enterprise>. Students can use the MyDirections portal provided by C&K Careers to develop their CV and follow the instructions they received from Mr Kennedy to navigate the portal <https://ck.mydirections.co.uk/>. They will also receive information in form time in January via the Morrisby app. The Letter to Employer contains information from the school and the Placement Acceptance Form is to be completed by the employer and 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, students can use the flow chart provided in January to help them. Please advise your child to apply for one placement and wait a couple of weeks 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 Years 10 or 11 for Work Experience placements**, however, they may accept students in Year 12 when they will have another opportunity to arrange a placement.

The cost of the health and safety checks to be completed in 2023 was £40 per person (this is subject to increase each year), and in 2023 the total cost of checks is anticipated to be over £7800. This cost is not sustainable to the school, although we understand the benefits of offering the opportunity to all our students in Year 10. We therefore need to ask parents for a voluntary contribution of £20 towards the cost of these checks. When you log on to www.ParentPay.com to give permission for your child to attend their placement, you will also be asked to make a voluntary contribution. Please note, if the placement is outside of the Xperience Catchment area (Halifax, Huddersfield, Leeds and Bradford) then the full cost of the health & safety check from the appropriate agency will be passed onto parents, in 2023 this was around £60.

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 child will have to find an alternative placement or ask for help in finding one. We must point out that they may not be insured if they are not on a placement approved by Xperience. In this case the employer you have selected may be in breach of employment and health and safety legislation.

Schedule

- **Friday 23rd February 2024** – all completed and signed application forms must be completed with this link: [Career Development Placement Application Form 2024](#)
- **Friday 8th March** – School deadline for all information to be with Xperience. All details need to be with Xperience by this date at the latest to enable them to complete the health and safety checks necessary in time for the placement to go ahead.
- **March to June** – Xperience will carry out all health and safety checks and arrange any out of area checks wherever possible.
- **End of June/ beginning of July** – job descriptions to be issued to students, and they should contact employers by telephone to make final arrangements
- **8th July 2024** – Career Development Placements begin

Yours sincerely



Mrs Manley
Careers and Exams Officer

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