



Mayfield Grammar School Gravesend

A Specialist Science and Language College
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Headteacher: Mrs E Wilson B.A. (Hons)

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1914 - 2014

September 2018

Dear Parent/Guardian

RE: WORK EXPERIENCE FOR YEAR 11 FROM 1st JULY TO 5th JULY 2019

Students gain a great deal through their work placements and it often helps them to consider their longer term career pathway. Universities, Colleges and Employers now expect young people to support their applications with work experience and so it is increasingly important that we work together to create a positive learning experience for your daughter. These dates have been agreed between schools to avoid clashes and excessive demands on local businesses.

I understand it takes time to make contacts and secure a placement and so I am setting the process in motion now. I have lists of organisations in the Careers' Library where students have enjoyed work experience over past years and your daughter is encouraged to look at these and discuss their placement with me. Every year many Work Placements have been gained via the networking of girls' friends and relatives. Organisations that do not normally offer Work Experience often do so for friends and relatives.

We need to arrange for placements to be Health and Safety checked and this takes a considerable time. It is therefore important that all information is handed in by the absolute deadline of the first day back after the February holiday. **We will need you to fill in full details of the proposed placement on the Work Experience Form that is on our website (This is under the 'Letters' section on the 'Online Office' drop down menu).** This can be sent in to school or emailed to me at johnsona@mgsg.kent.sch.uk

If this deadline is not met by a student they will not be able to go out on Work Experience. It is important that students understand that it is not sufficient to say that they will be going with a relative and arranging their own, the placement needs to be Health and Safety checked and the deadline for this has to be 18th February.

I am writing to you to set out the deadline to enable you to network early for a placement that will be of most benefit to your daughter.

Yours sincerely

A. A. Johnson

Miss A. Johnson
Careers Leader/Work Experience Co-ordinator

