



Dear Parent/Guardian

February 2024

Year 12 Work Experience – important information

In support of the administration that surrounds our Year 12 work experience scheduled for 22-24th May (inclusive), we have taken the services of a business called Placementt. Please see below the process that we will be initiating once your student has gained agreement for a work experience opportunity. Please note that you will be sent information about the work experience and asked to agree to it as a part of this process, provided you give your student permission to enter your email address into the Placementt system when they register. We very much hope you will be happy to do this so that we can simplify the administration.

The process:

- Student receives agreement for 3 days work experience (22nd-24th May) from employer.
- Student responds thanking the employer and sending back the Placementt introductory letter and a cover letter from the school to the employer, explaining that once the student has registered the work experience, the employer will be contacted by Placementt.
- Student enters the employer details and parental email contact address (the student will indicate that they have parental permission to share this information).
- Placementt contact employer for details of placement and employer liability insurance documents.
- Employer completes details and sends to Placementt.
- Placementt contact parents and the school with employer details. Once both have reviewed the work experience proposal, both parties agree to it. **Please ensure that you respond to this email - you may need to check your junk/spam folder.**

Please note that if the student is unable to attend on any of the 3 days due to illness, you should notify the school as usual who will contact the employer.

Please find attached a booklet containing further information about how Placementt operate.

Should you have any queries, please feel free to contact the Sixth Form Team on sixthform@kggs.org

Kind regards

The Sixth Form Team