



# Penistone Grammar School

## Never Stop Flying

**Principal: Mr P Crook (B.Ed Hons)**

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Achieving Excellence through a Values Driven Education

Ref: DRO/CWA

Date:

Dear Parent/Carer,

### **Year 12 Work Experience**

We are pleased to confirm the dates for our forthcoming work experience programme **from Monday 7<sup>th</sup> July to Friday 11<sup>th</sup> July 2025**.

Work experience provides an excellent opportunity for students to gain an insight into the working world, develop important employability skills and boost their confidence. It is not always important that the placement exactly mirrors the students career aspirations; employers often refer to the value of transferable skills like communication, the ability to work in a team, motivation and using your initiative, which work experience, in any setting, will give them. We ask you for your support through this process to ensure that all students have the best possible experience.

We partner with NYBEP (a Business and Education Partnership covering Yorkshire, Humber and the North East) to help us deliver work experience. NYBEP will complete the Young Person's Risk Assessment prior to the students starting their placement.

**Each student will receive an invitation to use the ConnectEd online portal, to manage their work experience. For students to have access to this platform, we need your permission to share student names, school email address, DOB and Unique Learning Number (ULN).**

Please ensure that your child supplies any medical conditions/relevant health information when they first enter their details on the ConnectEd app. This forms part of the consent process which the employer will agree to, so it is important this section is completed.

Once your child has found their own placement, they will need to enter the details of the employer and the role onto the ConnectEd portal. This will allow NYBEP to view the proposed placement, agree and verify the employers' details and carry out a risk assessment.

Upon verification, all parties, including yourself, will be sent an email link to consent to the placement, without this students are not able to start their placement. Once consent is given this will start the risk assessment process therefore in order for this to be completed, please make sure that your child submits their placement details on the portal by **Friday 14<sup>th</sup> February 2025**.

### **Things to consider:**

- Students are encouraged to engage with essential pre-placement resources, like Skills Builder, via the app, to prepare for their placement. This also helps to inform the employer on the areas they would like to focus on during their placement.

- We advise all students to contact their employer prior to their work experience start date to confirm that everything is still in place.

Finally, thank you for your support in preparing your child for work experience. It is an excellent opportunity to shape their perception of the world of work and hopefully inspire their future career pathways.

If a student feels that they will be unable to find a placement, NYBEP can find placements for students. They cannot guarantee the type of placement and can only guarantee a broad location. Additional information may be requested by NYBEP for brokered placement; we would request your permission to share this information if it is needed. Numbers for this provision are limited.

### **Parent/Carer Consent Form**

In order for your child to use the ConnectEd app to manage their work experience placement, please complete this form in full to consent to share their Name, date of birth and unique learner number with NYBEP and return to school as soon as possible.

**Link to consent form:** <https://forms.office.com/e/gYLWC7Uhm5>



If you have any queries about the scheme, please do not hesitate to contact the school directly.

Many thanks,

A handwritten signature in black ink, appearing to read "DM Rostern".

Mrs DM Rostern

Work Experience Coordinator