

QUEEN ELIZABETH'S GRAMMAR SCHOOL

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Chair of Governors: Mrs H Baker



QEGS Academy Sponsors:

J.C. Bamford Excavators Ltd. - The Woodroffe Benton Foundation
- The Old Ashburnian Society - The Old Trust (founders 1585)

25th January 2019

Dear Parent/Carer

Year 10 World of Work Weeks

I am writing to inform you of our upcoming World of Work weeks that Year 10 students will be following during the last two weeks of the summer term. Arrangements are as follows:

| Cohort | Mon 8 th – Fri 12 th July 2019 | Mon 15 th – Friday 19 th July 2019 |
|----------------|--|--|
| All of Year 10 | Employability Skills Programme | Work Experience placement |

WORK EXPERIENCE

Students have had several workshops/assemblies on work experience, your child was asked to research an area of interest to them and then link it to a career or business. Students were then asked to contact employers to organise their own work experience placements; this was done by emailing, making a phone call or visiting the employer directly or through family and friends. Please ensure that your child's work experience placement is in an accessible location. Your child was given a form for you to complete last term; the deadline for all forms to be returned was **Friday 11th January 2019**. If this form has not been returned, please do so as soon as possible.

IN SCHOOL ACTIVITY INFORMATION

Students will be given advice on CVs, covering letters and completing job application forms. They will be given advice on apprenticeships and will hear about university life from former QEGS students. There will also be a range of occupational talks given by representatives from industry and local business. Students will attend five talks based on their areas of interest. Finally, students will practise their interview skills in a mock interview with one of the representatives.

UNIVERSITIES & FURTHER EDUCATION COLLEGE VISITS INFORMATION

The purpose of the visits is to enable students to see a university and/or college, providing them with information about different further education opportunities. Students will be visiting Staffordshire University on Wednesday 10th July 2019 and Chesterfield College on Thursday 11th July 2019. Students will be given the opportunity to experience a taster day at our QEGS Sixth Form. During each visit, students will be given talks on entrance requirements, the range of courses on offer and a tour of the campus. There will also be an opportunity to visit different departments, speak to undergraduate students and experience taster sessions.

Due to the cost of transport, a voluntary contribution of **£14.00** via ParentPay* will be required. This will cover the cost of all visits. If costs are not met, the trips may not take place, which would be disappointing. The deadline for trip payment will be **Friday 15th February 2019**.

Students will need to bring a packed lunch and are required to wear school uniform. The visits will take place during the school day and students will return in time to catch buses home.

These activities and visits will raise students' awareness of the variety of Post-16 pathways available to them and will enable them to make an informed choice in Year 11 and to enhance their employability skills.

Programme of Events

| | Event | Location | Additional information |
|---------------------------------|--|--|--|
| Monday 8 th July | Employer Talks and Professional interviews | Main hall at 8.50am for morning briefing | School Uniform |
| Tuesday 9 th July | Enterprise Challenge | Main hall at 8.50am Full day event | Business wear |
| Wednesday 10 th July | Staffordshire University Experience Day | Staffordshire University Meet on the bus bay at 8.50am/return at 3.40pm | School Uniform Cost for return travel: £7 |
| Thursday 11 th July | Chesterfield College Taster Day | Meet on the bus bay at 8.50am/return at 3.40pm | School Uniform Cost for return travel: £7 |
| Friday 12 th July | QEGS Sixth Form Taster Day | Meet and register at the Sixth Form Centre at 8.50am | School uniform Students to use the Sixth Form canteen |

Monday 15th July – Friday 19th July 2019: All of Year 10 on work experience placement.

I hope that your son/daughter will take full advantage of this opportunity so they can use this experience to make decisions about their future. If you have any questions please do not hesitate to contact me.

Yours faithfully



Mrs G Bains
Careers & Work Related Learning Coordinator
Progress Leader of Year 9

**by clicking the "consent" button on ParentPay, you are confirming that you wish your child to take part in this, as well as confirming the payment detailed above, and that the emergency contact and medical details we have on our system are correct for your child. Please inform me as a matter of urgency should there be any changes to the details we hold.*