

AC/MS

January 2018

Dear Parent/Guardian

S3 Work Experience - May 2018

As you may be aware, our school participates in Dundee City Council's Work Experience Programme which is devised to give pupils the opportunity to participate in a work placement for one week.

This session Grove has been allocated two placement weeks.

The first week, from **Monday 7 May, will be available to pupils in classes 3G1, 3G2, 3D2, 3D1**

The second week, from **Monday 14 May, will be available to pupils in classes 3R2, 3R1, 3O1, 3O2**

Dundee City Council, through the Education Development Service, provides a database of employers who offer placements. Pupils are invited to make three choices within the specified job areas on offer. The Education for Work Co-ordinator then runs a computer programme and achieves a match where possible. **May I stress that not every pupil will find an exact placement that matches his/her choice.** While the school and its staff will do everything it can to ensure that your son/daughter is placed as per his/her requests, this cannot be guaranteed. It should be noted that all schools are obliged to use the database as the employers listed satisfy the health and safety provisions and insurance cover required by the council.

If you know of companies, organisations or firms that might be interested in participating in the scheme, for your own son/daughter, you are invited to provide details to your son/daughter's Guidance Teacher, using the attached "own placement" pro forma. The information will then be passed to the Education for Work Co-ordinator for approval. The cut-off date for receipt of this information is **Thursday 1 March 2018 and own placement forms will not be accepted after this date.** This option would significantly improve the chances of accessing a work experience placement for your child.

Please note that pupils will **not** be allowed to take up a placement which has not been approved by the Authority.

If you have any queries regarding the information contained in this letter please contact me on 436800.

Thank you for your cooperation.

Yours faithfully

Mr A Creamer
Depute Rector