

26th March 2024

Dear Parents and Carers,

Work Experience and Progression Week

The final two weeks of the academic calendar are extremely important for Year 12. We will provide your child with two weeks of progression activities to ensure they have ample experience to talk about on applications to UCAS, Apprenticeships, employment, or training.

Work Experience and Progression Week

This year, Gosforth Academy is going paperless and has bought into a programme provided by Morrisby to run Work Experience.

The 8th - 12th July is the official work experience date for Year 12. If students cannot find a Work Experience placement of their own for this week, they will be set virtual tasks to work on from home. Lessons will not run this week, as Year 11 will be completing the Bridging Course which is a week of taster sessions into Sixth Form.

Students can also have the week of 15th to 19th July (Progression Week) to complete a placement. If they choose to arrange two weeks of work experience, they will not come into school for Progression Week.

Students still find their own placement in the exact same way: Ask your friends, family, and neighbours to see if someone can help facilitate placement. They will arrange the placement with your support and the support provided through the school on Frog, then upload all relevant documents to an app that records the progress of their placement.

The platform has been purchased through Morrisby/Changing Education, and is accessed as an app called Connect. The app will help us track risk assessments, health and safety documents, insurance and any other documents deemed relevant by the employer. By agreeing to your son/daughter completing a work experience placement, you, as their guardian, confirm that you take responsibility for ensuring the documents uploaded are correct, and you are happy for the placement to go ahead. The deadline for completing uploads for placements to go ahead is the 3rd May 2024.

What is the Process?

1. **Mock Launch Assembly with students** – already taken place
2. **Letter to parents explaining the process**
3. **An email sent to student's school email address with an invitation to download an app.** If students do not have access to a phone, iPad or laptop at home, we can support you in downloading this app through school. Please let Li-Am Carter or Ian Limbrick know if they need this support.
4. **Student App/Portal Sign-in Tasks** - please watch this video for support on signing into the app <https://www.youtube.com/watch?v=BQk89vlzJel&list=PLTO-tXNNGLzQ1d90S76T9tDNn6VRw47B7&index=2>

5. **Submit Self Placements** – Please watch this video for support on uploading documents <https://www.youtube.com/watch?v=nbEiGFVCBk0&list=PLTO-tXNNGLzSVxt8DI61n8JBjmeGZdX-6&index=1>

We understand that some parents will need support accessing the app. Please do not hesitate to contact us for additional support.

Progression Week

The last week of the summer term, 15th - 19th July is a very important week. We have prepared a series of activities designed to help students focus on the future, whether they intend to apply to university or apprenticeships or enter the world of work. This week is compulsory for all students who are not out on work experience.

The programme for the week is as follows.

Monday 15^h July

We are holding a Mock Interview day for students, where they will be given the opportunity to take part in group interview situations. This is a trend that we have seen rise in university interviews, as well as with employers. Students will also be guided through the process of creating a LinkedIn profile in order to help them get ahead in the professional world.

Students should register at 9.30am. The day will end at 3.00pm.

Tuesday 16th July

Life Skills Day.

We have arranged for students to take part in valuable life skills sessions. The sessions are:

- Business Skills workshop
- First Aid
- Two others tbc

Students will rotate around the sessions and will get a chance to part in them all.

All students should arrive at 9.30am to be registered in the Main Hall. Students will finish at 3.00pm.

We also have an opportunity for students to take part in community work around Gosforth. Students will be given the option to take part in community work OR the Life Skills Day in school.

Wednesday 17^h July

Students have the option of choosing between different visits on this day. Times may change slightly for these visits when official letters are sent out.

- **Glasgow University & Glasgow Strathclyde University**, 7.00am - 6.00pm.
- **Leeds Beckett University & Leeds city centre**, 7.30am - 5.00pm.
- **Northumbria University and Newcastle University**, 9.30am – 2.30pm.
- **Community Work**, 9.30am – 2.30pm.

Those students who don't go out of school can look at applying to apprenticeships, university applications or college applications in school.

Thursday 18th July

Team Building Skills Development Day 9.30am - 2.30pm.

Friday 19th July

Catch up Day 9.30am - 12.30pm for students who were unable to complete the activities above.

More information about registering interest for trips and activities for Progression Week will be sent out after the Easter Holidays.

For Work Experience, students have until the 24th May to upload their documents to the Connect app.



If you have any questions, please do not hesitate to contact myself, or Mrs L Carter who administers the programme.

Yours faithfully

L Carter

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