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19th October 2026

Dear Parent/Carer,

Year 10 Work Experience, week commencing 28th June 2027.

As part of our Year 10 Careers Programme, pupils will complete a week of work experience from Monday 28th June to Friday 2nd July 2027. This is an exciting opportunity for pupils to develop confidence, independence and employability skills that will support them in their future education and career pathways.

I wanted to share these dates with you well in advance so that families can begin thinking about and securing suitable placements. We know that some workplaces require significant notice, so an early launch gives pupils the best possible chance of finding a meaningful and rewarding opportunity.

Many parents ask whether pupils must find a placement directly linked to the career they would like to pursue in the future. Whilst it is fantastic if pupils can gain experience within an industry they are interested in, this is not essential. Workplaces often have limited availability and some sectors have age restrictions. Any work placement can provide valuable experience, helping pupils develop transferable skills such as communication, teamwork, problem-solving, resilience, organisation and time management.

Parents and carers are encouraged to support pupils in finding a placement. Useful starting points include:

- Asking family, friends or neighbours if their workplace accepts work experience students.
- Contacting local businesses directly by phone or email.
- Considering a wide range of opportunities including schools, nurseries, offices, trades, shops, cafés, charities, community organisations and local businesses.

If a business is unsure what is involved, please reassure them that pupils are there to learn about the workplace, observe professionals and support with appropriate tasks.

To ensure placements are suitable and compliant, all employers must have:

- **Public Liability Insurance**
- **Appropriate risk assessments in place for young people**

Further information about these requirements will be shared during our parent information event.
In **January 2027**, we will be holding a **Work Experience Information Evening for Parents and Carers**, where we will guide families through the process step-by-step. This will include:

- How to find and secure a placement
- Employer requirements
- Health and safety information
- Completing placement details on Unifrog
- Key deadlines and next steps

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Once a placement has been agreed, pupils will need to record the details on **Unifrog**, our online work experience platform, so that the necessary checks can be completed.

Work experience can help pupils:

- Build confidence and independence
- Understand workplace expectations
- Develop communication and teamwork skills
- Explore potential career interests
- Strengthen future college, apprenticeship and employment applications

Pupils who do not secure a placement will attend school and take part in an alternative programme during the work experience week.

We look forward to supporting our Year 10 pupils as they begin planning this important part of their careers journey. Should you have any questions, please do not hesitate to contact the school.

Kind regards,



Kerris Stirling
Careers Lead