



JRi/DE

17th September 2025

Dear Year 10 Parent/Carer

We held an assembly today to launch our work experience programme.

By investing time in finding the right work experience placement, students better understand the realities of their ideal career and are able to make better choices after their GCSEs.

The Benefits of Work Experience

- Gain insight into the world of work
- Develops skills
- Enhances applications/CV's
- Helps give them confidence
- Helps them in interviews
- They can make useful contacts to help get a future job
- Helps them to work out what they like and don't like
- It gives them exposure to management
- Gives them practical knowledge
- Increases their motivation to do well
- It puts school/college into perspective

This year, we would like to encourage students to try to find work experience during our two timetable suspension weeks:

13th – 17th October 2025 and/or 29th June – 3rd July 2026

Please note, that should they wish, students can book two different work placements during these two weeks, totalling 10 days. If the employer can't accommodate either of these dates then we can be flexible but students will be expected to catch up on any work missed.

Students who have completed a placement prior to 29th June 2026 will have the opportunity to go to Drayton Manor that week should they wish.

For those that have been unable to secure a placement by the end of June 2026 they will attend 3 full days of Careers related learning on 1st – 3rd July 2026.

So, it's time to start helping your son/daughter to think about where they would like to go. Please **try to avoid a placement with immediate family** as this limits the benefits of work experience. Students are expected to phone, email or write to their ideal place of work to ask if they would accept them for a week. A key part of this experience is for your son/daughter to take responsibility for engaging with the world of work, so please encourage them to search for a suitable place and make contact themselves. Some suggested wording can be found in our Work Experience Guide on the Work Experience page on the school Website.

Your support to them in this process is vital.

Top Tips:

- If you are on social media e.g. LinkedIn, Facebook etc. please reach out to your contacts to see whether anyone can help.
- The internet is a good starting point for searching for employers, and finding contact details.
- Please help them to consider transport arrangements (at their cost) when identifying possible placements.
- Please also encourage them to aim high. Whilst some industries are difficult to get into, a confident, determined and professional student, who is willing to be flexible, will almost certainly receive a warmer response.
- For some inspiration, and contact details, a spreadsheet will be shared through the Careers Google Classroom with suggested employers, broken down by sector.

We administer work experience online through Unifrog, using their work placement tool. Please watch the short video on the school website: Our School, Careers Years 7 – 13, Work Experience.

All work experience must be approved on Unifrog before they attend and we ask that we have as much of a lead time as possible for approval.

We appreciate that finding placements can be difficult, should you need any help in this respect please contact myself via phone or email (please see details below).

There are also good virtual work experiences available to students who cannot find a placement e.g. through Springpod and Speakers for Schools.

Our hope is that all students find a valuable placement that will help them make informed decisions about their future.

Yours sincerely



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