

Dear Parents/Carers,

Year 10 Work Experience Programme

I am writing to remind you of our upcoming Work Experience Programme, which will take place from **Monday 6th to Friday 10th July 2026**. As part of this programme, students are required to secure a suitable work experience placement. Work experience provides an excellent opportunity for students to gain an insight into the working world, develop important employability skills and boost their confidence. It is not always important that the placement exactly mirrors the students career aspirations; employers often refer to the value of transferable skills like communication, the ability to work in a team, motivation and using your initiative, which work experience, in any setting, will give them.

We would like to stress that parental support is essential in helping your child identify and confirm a placement. While we provide guidance and resources in school, students are far more successful when families actively assist by using personal contacts, local businesses, or workplaces where opportunities may be available. As a reminder:

- Placements should last the full duration of Monday 6th to Friday 10th July
- Placements should be at least 35 hours over the course of the week (during sociable hours, no student should be working past 6pm at night or before 7am on a morning)
- Potential placement settings must have all necessary liability insurance to safely host the student (this can be purchased cheaply online for the duration of the week)
- Students can work with family, if the above liability insurance is in place

Please ensure that your child is actively seeking a placement and that you are supporting them in this process. **All placement details must be confirmed and placed on the NYBEP portal (which students have a guide for) by Friday 13th March 2026. If a placement is not inputted onto the portal by this point, I must stress, any student who does not gain a work experience placement will be in school completing additional work in core subjects. If they do not attend school during this week, it would be classed as an unauthorised absence and may impact post-16 offers in Year 11. It is therefore in the student's best interest that they find a work experience placement in a sector they are interested in.**

As an Academy we will do all we can to support your child in finding a placement; however, we also expect students to take increasing responsibility for this process. Work experience is an important opportunity for young people to develop independence, confidence, and employability skills, and securing a placement is a key part of that learning. If your child is experiencing genuine difficulty in securing a placement, please encourage them to speak with myself or their form tutor as soon as possible so that we can offer further advice.

Finally, thank you for your continued support in preparing your child for work experience. It is an excellent opportunity to shape their perception of the world of work and hopefully inspire their future career pathways.

If you have any queries about the programme, please do not hesitate to contact me directly.

Yours sincerely,

Miss Walker
Personal Development Lead/Teacher of English



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