

October 2025

Re: Year 10 work experience

Dear Parent/Carer

We hope you and your family are well at this time.

We are pleased to announce the launch of our Work Experience Programme for students in Year 10, which will take place during the week of Monday 6th to Friday 10th July 2026. This initiative is a valuable opportunity for students to gain insight into the world of work, develop key employability skills, and explore potential career paths.

Work experience plays a vital role in helping young people make informed decisions about their futures. It allows them to experience a professional environment, understand workplace expectations, and build confidence in their abilities.

We encourage parents and carers to support their child in securing a suitable placement. This could be through personal contacts, local businesses, or organisations willing to host a student for the duration of the programme. The placement should ideally reflect your child's interests or aspirations, but any safe and structured environment will provide meaningful learning. The school can also support in securing your child a placement. If you would like to choose this option, your child will need to complete the application form which is attached. Once placements are found for your child, they are unable to change this placement.

To help guide you through the process, we have attached:

- **A Work Experience Guide for Parents and Students**
- **A Private Placement Form (where students have found their own placement)** to be completed and returned by Friday 27th March 2026 – an online form has been emailed to your child
- **A work experience application form (where students would like the school to source a placement)** to be completed and returned by Friday 13th February 2026 – an online form has been emailed to your child

Thank you for your continued support in helping our students prepare for their futures.

Yours faithfully



Mrs S Scanlon

Assistant Headteacher



Ms E O'Connor

Headteacher