

18 November 2025

Dear Parents and Carers

During assembly today we have launched work experience with our Year 10 students. This is an important opportunity for them to not only experience a place of work, but also to see what it is like to look for and apply for employment.

I have asked students to give thought to finding an opportunity which will be valuable to them and advised that they begin looking immediately. As other schools are likely to be on work experience at the same time the sooner our students contact potential employers the higher the chance, they will be successful in securing a placement.

Please see below the timeline for work experience we will be following this year:

Tuesday 18 November 2025: launch of work experience in year 10 assembly. Log in details shared with all students and parents for Changing Education Connect.

Monday 13 April 2026: deadline for placements to be logged on Changing Education Connect using details emailed on 18 November.

Thursday 1 January until Sunday 14 June 2026: staff monitoring of placements and support for those who need help sourcing a placement.

Monday 15 June 2026: students to contact placements to confirm placement and start time

Monday 6 July - Friday 10 July 2026: students to carry out placements.

Monday 13 July 2026: work experience debrief in school.

When sourcing and entering work experience placements I would ask that students are particularly mindful of the following:

- When arranging a placement please check that the employer has **employer liability insurance** which will cover someone under the age of 16. Unfortunately, we cannot allow any student to participate in a placement unless the employer has confirmed they have this. We will check with employers before placements begin but this will avoid placements falling through at the last minute.
- In some cases, should employer liability insurance not be in place we may be able to accept a parental waiver of responsibility, but this is at the discretion of Mr Sims, along with the employer, based on the nature of the activity.



- When entering contact information please check that they are correct. We will need to contact employers by email and unfortunately the system we used will not notify us if the message was not sent.

If you have any questions regarding work experience or your child requires any support, please do not hesitate to contact me.

Yours faithfully

Mr N Sims
Assistant Headteacher

