

27th November 2025

Dear Parent/Carer,

We are delighted to introduce our **Work Experience Programme**, which provides students with two valuable opportunities to gain real-world experience:

- **Year 10:** Monday 16th March 2026 – Friday 20th March 2026
- **Year 11:** Monday 13th July 2026 – Friday 17th July 2026

Each placement will run for **five school days**. Work experience is an important part of your child's education, helping them develop practical skills, explore career options, and gain confidence in a professional setting.

Attached to this letter, you will find **login details for your child to access our Work Experience Portal**, where they can browse and select available placements. **Please complete this process as early as possible to avoid disappointment**, as placements are allocated on a first-come, first-served basis.

If you already have a specific employer in mind that is not listed on the portal, you can apply for an **'Own Placement'**.

Full guidance on applying for both portal placements and own placements can be found in the two links below:

<https://youtu.be/qO8COsikU9A>

<https://youtu.be/igQkVjc1XjQ>

Please note: **Parents are responsible for ensuring their child can travel to and from the placement**, so we recommend choosing opportunities close to home.

If you have any questions, please contact me as the **Careers Lead**, or speak to your child's tutor for further information.

Thank you for supporting this important stage in your child's development.

Yours sincerely,

David Taylor
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