



Tuesday 15<sup>th</sup> July 2025

Dear Parents and Carers,

## Re: Year 10 Work Experience Planning for July 2026

You may be aware that we run a mandatory in-person work experience scheme for our Year 10 students, in order to give them valuable experience of the workplace, opportunity to gain insight into a career of interest and to develop all important employability skills. I'm pleased to give you early advice on the dates for 2026, so you have plenty of time to discuss this with your Year 9 student over the summer and can put plans in place. The work experience week is **6<sup>th</sup> to 10<sup>th</sup> July 2026**.

Whilst it is a year away, having learnt from this year's experience, lots of schools are chasing the same limited opportunities made available in the summer, so **those who seek opportunities in the first term of the academic year, have a much higher chance of securing placements of choice**, in their field of interest or with high profile companies (e.g. Year 10 placements with vets or animal sanctuaries are so competitive that I would recommend applying for these this summer, if your child is interested in these).

A work experience placement aims to give young people a taste of 'The World of Work', so that they may begin to appreciate the demands which will be made upon them when they enter employment after they have completed their education. It can be a great opportunity for students to test out a career idea they have been thinking about, or even just build their confidence in their employability skills, such as communication, time management and resilience.

The placement needs to be voluntary, subject to the consent of the Parent/Guardian and unpaid. They are expected to work the normal working hours of the firm or organisation for the duration of the placement (up to a maximum of 40 hours).

We encourage students to find their own placements by contacting employers directly. We have found those students who do this, supported by parents/carers, perform much better on placement and get more out of the experience. We have briefed students on email writing, phone calls and professional etiquette to seek these opportunities, which is now available on Google Classroom, but are here to support this. Whilst you may have contacts who can provide a suitable placement, please only use placements with close relatives if your child is genuinely interested in this field as a future career. Dealing with unfamiliar environments and people is part of the experience.

You can support your child in finding a placement by talking to them about the type of experience they want. Do they have some career ideas already that they would like to try? Discuss what skills, interests,



and hobbies they have that might influence their choice of placement. Please be aware you should apply for several opportunities and chase for responses, as not all employers will offer and are busy.

This year, as part of a wider school push to use the careers information platform Unifrog, we will be using its placement tool to support the mandatory health and safety checks that schools must perform on employers. We will be running through how to use this platform, as well as fully-preparing students for work experience, in the new academic year.

All students who do not go out on in person work experience for various reasons, will be expected to attend school as normal, and engage in a planned employability programme during normal lesson times.

We are delighted that work experience is happening again next year and it was a great success this year, with our current Year 10 students receiving lots of great feedback, as well as evidence of skills they can use in their CVs and applications.

Please do not hesitate to get in contact via [szajac@gosfordhillschool.org](mailto:szajac@gosfordhillschool.org), if you have any queries.

Yours faithfully,

Mrs S Zajac  
Careers Lead