

Dear Parent/Carer,

2nd October 2025

Year 10 Work Experience Programme 2026

We are writing to you to make you aware of the planned work experience programme for your child in Year 10. This year's programme will commence on **Monday 29th June 2026** and will last for **two** weeks ending on **Friday 10th July 2026**. Pupils will be expected to return to school on Monday 13th July for the last week of the summer term.

Placements for work experience are agreed between the employer, the school and E2W (Education To Work). E2W approve all placements by confirming that each employer has the appropriate insurance and risk assessments in place before pupils start their placements on Monday 29th June 2026.

Securing work experience placements:

- Step 1 – Please click the link below to confirm that you wish for your child to take part in the Year 10 Work Experience programme: <https://forms.office.com/e/AH1ECZRhNs>
- Step 2 - Pupils should consider where they would like to complete their work experience and think about any contacts, they, their friends, or family may have who could help them secure a placement. Alternatively, details of companies that have previously offered work experience is available in the Careers Room.
- Step 3 – Pupils should contact their chosen employers to ask if they offer work experience placements. Information and guidance on how to approach employers is available in the Careers Room.
- Step 4 – Once a pupil has secured a placement, they and the employer must complete the placement form. Each pupil has been given their own form, and an additional copy is attached. The form can also be found on the school website. Completed forms should be returned to Mrs Taylor in the Careers Room by **Monday 23rd March 2026**.
- Step 5 – Once the placement form has been checked by the school, it will be sent to E2W, who will carry out all Health & Safety checks before pupils begin their placement on Monday 29th June 2026. Please note that all placements outside the local area or region will be checked remotely.
- Step 6 – Once placements have been checked by E2W, parents and carers will receive a printed confirmation, including placement details and a risk assessments. At this stage, pupils should contact their employer to confirm arrangements for their first day.

At The Snaith School we are looking forward to next year's work experience programme as this offers pupils a valuable insight into the world of work, develops skills and talents and is pivotal in forming future careers plans.

Should you have any questions regarding work experience please do not hesitate to contact me on 01405 860327 or email: careers@thesnaithschool.org.uk

Yours faithfully,

Mrs E. Taylor
Careers Advisor