

Dear Parent/Carer,

21st January 2025

Year 10 Work Experience Programme 2025

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 30th June 2025** and will last for **two** weeks ending on **Friday 11th July 2025**. Pupils will be expected to return to school on Monday 14th 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 30th June 2025.

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/pJx88XvkRG>

Step 2 - Pupils need to think about where they would like to carry out their work experience and then who they or their friends and family may know to help them secure a placement. Alternatively, a list of local companies who have offered work experience in the past is available in the Careers Room.

Step 3 – Pupils need to contact their chosen employers and ask if they offer work experience placements. Information and guidance sheets on how to contact employers about work experience are available in the Careers Room.

Step 4 – Once pupils have secured a placement, they and the employer will need to complete their placement form. Each pupil has been given their own form to complete and a further copy of the form is attached.

Completed forms should be returned to Mrs Taylor in the Careers Room no later than **Thursday 3rd April 2025**.

Step 5 – Once the placement form has been checked by school it will be sent to E2W who complete all placement Health & Safety checks in advance of pupils starting their placement on Monday 30th June 2025.

At The Snaith School, we are looking forward to this 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