

Dear Parent/Carer,

1 October 2026

Year 10 Work Experience Programme 2027

We are excited to announce our upcoming Year 10 work experience programme, running from **Monday, 21st June to Friday, 2nd July 2027**. Pupils will return to school on Monday, 5th July.

All placements are managed in partnership with E2W (Education2Work), who ensure that appropriate insurance and risk assessments are in place for every employer.

Next Steps to Secure a Placement:

Step 1 – Parental Consent: Please confirm your child's participation using the link below:

<https://forms.cloud.microsoft/e/Q0g9ufxCQ7>

Step 2 – Discuss Possible Placements: Encourage your child to think about where they would like to work and check for family or friend contacts. If they need ideas, Mrs. Taylor can suggest local employers who have previously offered placements.

Step 3 – Approach Employers: Pupils should contact potential employers directly. Guidance on how to approach employers is available in the Careers Room.

Step 4 – Submit Placement Forms: Once secured, the placement form (completed by both pupil and employer) must be returned to Mrs. Taylor in the Careers Room by **Monday, 15th March 2027**. (Additional copies can be found on the school website).

Step 5 – Placement Checks: The school will forward approved forms to E2W to conduct final health, safety, and insurance checks.

Step 6 – Final Confirmation: Once E2W approves the placement, parents will receive a confirmation pack including details and risk assessments. Pupils should then contact their employer to confirm first-day arrangements.

Work experience offers pupils a valuable insight into the world of work, helps build essential skills, and plays a vital role in shaping future career plans.

If you have any questions, I will be available to speak with you at the Year 10 Welcome to GCSE event on Thursday, 8th October. Alternatively, you can email careers@thesnaithschool.org.uk.

Kind Regards

Emma Taylor
Careers Coordinator