



RMWEX06

December 2024

Dear Parent/Carer,

### Year 10 Work Experience Week

I am pleased to inform you that the Year 10 Work Experience now includes a one week self-placement work experience for all students at Key Stage 4. This year, the programme will take **Monday 30 June to Friday 4 July 2025**. It is now time for students to research and plan their placement for this week.

The programme is designed to provide students with an invaluable insight into the world of work and the skills needed for a successful transition into further education or employment. If your child/ward has a clear idea of their intended career, we encourage them to seek a placement in that field. However, please be aware that certain sectors may have age restrictions for Key Stage 4 students, including:

- Medicine, Scientific Laboratories, The Arts, Media, Publishing and Theatre.

Access to these areas may be possible if students have a personal contact within the profession.

Once a placement is secured, students must complete the online Microsoft Form by **Friday 28 March 2025**: [Work Experience Placement Form](#).

To stay updated, students should also join the **Google Classroom** using the code **kesksbb**, where they can access work experience ideas and suggestions. Additionally, opportunities will be posted on the 'WKGSFutures' Instagram page, so please ensure they follow this for updates.

**Important:** Students must obtain the Employer's Public Liability Insurance details and policy number to complete the form.

Securing a suitable placement can be competitive, and I am happy to assist students facing significant challenges in finding one.

This programme has been highly successful for many years, with Year 10 students sharing how enlightening and rewarding they found the experience. I am confident your child/ward will benefit from this opportunity and encourage them to make the most of it.

Further details, including employer expectations and teacher support visits, will be provided closer to the date. If you have any questions, please do not hesitate to contact me.

Yours sincerely,

*R Mellor*

**R. Mellor (Miss)**

Drama Teacher and Work Experience Co-ordinator

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