



KT03AT

January 2026

Dear Parent/Carer,

Year 10 Work Experience
Monday 29 June to Friday 3 July 2026

The Year 10 Work Experience Programme includes one week of self-placement work experience for all Key Stage 4 students. Students should now begin researching and planning their placement for **Monday 29 June to Friday 3 July 2026**.

The programme is designed to give students valuable insight into the world of work and the skills required for a successful transition beyond school. Where students have a clear career interest, we encourage them to seek a placement broadly related to this area. Please note that some sectors are difficult to access at Key Stage 4 due to age restrictions, including medicine, scientific laboratories, the arts, media, publishing and theatre, unless a personal contact is available.

Once a placement has been secured, students must complete the online Microsoft Form by **Friday 27th March** using the link below:

[Work Experience Details – Fill in form](#)

Students **must request the employer's Public Liability Insurance details and policy number** to complete the form.

Students are also encouraged to join the Google Classroom (**code: mbaioadx**) for updates, guidance and placement ideas. Opportunities will also be shared via the **WKGSFutures Instagram page**, which we recommend following.

Securing a suitable placement can be competitive. Please contact me if your child is experiencing significant difficulty, as I may be able to offer support.

This programme has been extremely successful in previous years, with many Year 10 students finding the experience both motivating and informative. I hope your child enjoys and fully engages with this opportunity.

Further details regarding employer expectations and staff support visits will be shared closer to the date.

Should you have any questions, please do not hesitate to contact me.

Yours sincerely,

Miss K Troake
Art Teacher and Work-Related Learning Lead