



19th June 2026

Dear Parents, Carers and Students,

Year 10 Work Experience: 17th - 21st May 2027

I am writing to share information about Year 10 work experience, which will take place during the week of 17th–21st May 2027. We are asking students to source their own work experience placement by **Friday 11th September 2026**.

Work experience is a valuable part of a young person’s education. It helps students explore career ideas, develop confidence and employability skills, and prepare for future pathways including further education, higher education, apprenticeships and the workplace.

Finding a Work Experience Placement

We ask that students find their own placement, with your support. This could be:

- A placement with a parent or other family member
- A placement through friends or personal connections
- An employer approached directly by the student

Sourcing their own placement allows students to choose something meaningful and relevant to their interests. It also helps them develop communication skills, initiative and independence, and gives them access to a wider range of employers.

If a student is unable to find their own placement, we do have a database of employers and will support them in securing a suitable option. However, please be aware that it can sometimes be challenging to match students to highly aspirational or specialist placements.

Please note:

- Placements **cannot** take place outside the UK.
- Students **must not** be placed somewhere that legally requires them to be over 16 (e.g. tattoo parlours).
- Employers must have **Employers’ Liability Insurance**, unless the placement is with a parent.

Approaching an Employer Directly — What Students Should Consider

- What are your interests?
- What careers appeal to you?
- Discuss ideas with family and friends.
- Think about a placement that will be beneficial and rewarding.
- Contact the employer (email, phone, visit or letter) to introduce yourself and ask if they would consider offering you a placement.
 - **Emails must be sent from a personal email address**, as employers cannot reply to school email accounts.
- Explain why you would like to work with them and what you hope to gain from the experience.
- Share any relevant information that may support your application (e.g. experience, predicted grades, clubs or activities).

Example Phone Call

“Hello, my name is and I am a student at Willingdon Community School. I will be completing my work experience from 17th to 21st May 2027, and I am keen to gain experience with your company if possible. Is there someone I could speak to about this please?”

Example Email

Dear Sir/Madam (or use the contact name if known),

I hope you are well.

I am a student at Willingdon Community School and will be taking part in work experience from 17th – 21st May 2027. I have a strong interest in the IT sector (or alternative sector) and would be grateful if you would consider me for a placement.

Thank you for your time, and I look forward to hearing from you.

Kind regards,
(Enter your name)

What Happens Next?

Students and parents/carers are encouraged to explore placement options over the summer holidays. We must receive confirmation of any placement by **Friday 11th September 2026**, as East Sussex County Council will need to complete suitability, risk assessment and health and safety checks.

Once a placement is confirmed, please email the following information to srooney@willingdonschool.org.uk:

- Name and address of the company
- Contact name and email address for the employer
- Your child's name and tutor group

Students who are unable to find their own placement will receive support in school to help them secure a suitable option.

If you have any questions, please contact me via the email above or on 01323 485254 ext 281.

Kindest regards,

Sarah Rooney
Careers Adviser