

10th June 2025

Dear Parents/Carers and Students,

Year 10 work experience / 18th – 22nd May 2026

I am writing with regards to Year 10 work experience which will take place during the week of 18th – 22nd May 2026. Please see the below requesting that students source their own work experience placements by **Friday 12th September 2025**.

Work experience is an important part of education and supports young people to make career decisions, develop employability skills and support successful transition into further education, higher education, apprenticeships and the workplace.

Finding a work experience placement

We would ask that students find their own placement for work experience with your support. This could be a placement with you or other relatives, friends/connections, or by simply approaching an employer directly*. Finding an own placement will mean that students will be able to undertake a suitable placement that is of interest and personally rewarding to them. It also helps develop communication, resourcefulness and initiative and will help ensure that they have access to a wide range of jobs and employers.

Should students be unable to source their own placement, we do have a database of available employers and placements, and we do our utmost to place students in a sector they are interested in. However, it can sometimes be challenging to find placements that are aspirational and match student needs.

Please note: A work experience placement cannot be outside of the UK or in a place where your child would need to be over 16 to access it (i.e. a tattoo parlour). It is also a legal requirement that all employers have 'Employers Liability Insurance' in place unless the placement is with a parent.

***What pupils should consider when approaching an employer directly**

- What interests you?
- What careers are you interested in?
- Discuss ideas with family/friends.
- Think of/about a placement that will be beneficial and rewarding to you.
- Contact the employer (email, call, visit or write) to introduce yourself and what you are contacting them for. Ask if they would consider you for a placement.

Please note: Emails should be sent from a personal email address as employers won't be able to respond to a school email address.

- Explain why you want to work for them, what you are hoping to gain from the experience and future career ideas.
- Provide any other information that might support your application i.e. any relevant experience, predicted grades, membership of a sports club or group.

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Phone call example

"Hello, my name is.....and I am a student at Willingdon Community School. I will go out on work experience from 18th – 22nd May 2026 and I am keen to gain experience with your company. Is there someone that I could speak to about this please?"

Email example

Dear Sir/Madam (or enter the name of the contact if you have it),

I hope this email finds you well.

I am a student at Willingdon Community School, and I will participate in work experience from 18th – 22nd May 2026. I have a real interest in the IT sector (or enter alternative sector) and would like to gain experience in this field. I would be very grateful if you might consider me.

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

Kind regards,

(Enter your name)

What happens next?

Students and parents start to explore options over the summer holidays. We would need to know of any confirmed placements by **Friday 12th September 2025** due to suitability, risk assessment and health and safety checks that will need to be carried out by East Sussex County Council.

Once you have a placement confirmed, please can you email me on the following email address srooney@willingdonschool.org.uk with the below:

- Name and address of the company
- Contact name and email address at the company to send the information to
- Your child's name and tutor group
- Any medical or learning requirements we need to make the employer aware of

Those students that are unable to source their own placement will receive support in finding a suitable placement during school time.

Should you have any questions please do not hesitate to contact me on the above email or 01323 485254 ext 281.

Kindest regards,

Sarah Rooney
Careers Adviser

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